

# Speaker Registration Only



**CHECK and PURCHASE ORDER • MEMBERSHIP & CONFERENCE REGISTRATION**  
**2016 • SCCTM • FALL CONFERENCE • 2016**  
*Refresh, Refocus, Renew: Be Math Strong*  
 Greenville, SC • November 10 & 11, 2016

Each conference attendee must complete online registration at: <http://www.scctm.org>

**This form is not needed when payment is made online.**

<b>PAYMENT SCHEDULE</b>					
<b>MEMBERSHIPS:</b>	<b>1-Year</b>	<b>3-Years</b>	<b>5-Years</b>	<b>LIFE</b>	<b>Totals</b>
_____ Regular	\$21.00	\$56.00	\$90.00	\$420.00	\$
_____ Full-Time Student	\$11.00	\$26.00	.....	.....	\$
_____ Retiree	\$16.00	\$42.00	.....	.....	\$
<b>REGISTRATIONS:</b>	<b>Memberships Total:</b>				<b>\$</b>
	Please remit by 10/26/16	Number of Speakers			
Speaker (s)	\$26.00		<b>Speaker Registrations Total:</b>		<b>\$</b>
<b>MISCELLANEOUS:</b>					
SCCTM Scholarship Fund Contribution					\$
State Math Counts Team Contribution					\$
<b>TOTAL REMITTED by CHECK:</b>					<b>\$</b>
<b>TOTAL to be INVOICED:</b>					<b>\$</b>

Payment cannot be credited to the correct account unless attendee information is received with checks and purchase orders.

Name of Speaker	Speaker's Discount Code	Total \$ for Speaker	Speaker's SCCTM Account e-mail Address
		\$	
		\$	
		\$	

School District's Billing Address (mail or e-mail)	
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This completed form must be mailed by 10/26/2016 with checks to:  
 SCCTM • c/o Cindy Parker, Registrar  
 6 Sandalwood Lane • Sumter, S.C. 29154-5315

Purchase orders may be mailed by 10/26/2016 with this form to the address noted above or emailed at any time with attendee information included to: [scctm.reg@gmail.com](mailto:scctm.reg@gmail.com)

**After 10/26/2015, participants must pay on-line or bring payment to on-site conference registration.**

Conference credentials cannot be finalized until payment or a purchase order is received.

(On-line payment with debit or credit cards, checks, cash, or district purchase order payments are accepted.)

# Membership Renewal & 2016 Conference Registration Instructions

*Become a Member, Renew Your Membership, Register for Conference*

If you are not currently a member, SCCTM recommends joining before registering for the conference in order to take advantage of reduced member conference rates. The cost of membership plus the discounted member conference rate is much less expensive than the nonmember rate.

**To receive the discounted conference rate, you will need to renew your membership with SCCTM, rejoin or join SCCTM before registering for the conference at the member rate.**

## Membership

When paying on-line, you do not need the paper form.

1. New members, go to SCCTM.org and click "Membership" to create your SCCTM account. (For previous members or conference attendees, your user name is the email address that you used previously with SCCTM. You will see the "forgot password" link if you need your password.)
2. There will be two choices for payment, "Pay online or Invoice me." Make your choice.
3. Set up or update your account information: please provide **two e-mail addresses** in case your primary email addresses changes. You will receive e-mail communications and newsletters from SCCTM at your primary e-mail address. *Your e-mail addresses may also be used by officers, committee chairmen, and Corporate Sponsors to contact you.*
4. When payment is to be made by check or purchase order, send in the Check and Purchase Order Membership & Conference Registration form.

### **SPECIAL NOTICE**

**Information on obtaining conference credentials to print out and bring to the conference will be provided by e-mail.**

**To expedite your conference experience, please remember to print your conference credentials and bring them to the conference. You will present these credentials to receive your conference materials and badge holder.**

**Membership information will also be provided by e-mail.**

**If you do not receive your information, please check your SPAM or Junk e-mail folders.**

## Speaker Registration

When paying on-line, do not send in this paper form.

- Speakers only use the special speaker registration form.**
5. Register on-line at SCCTM.org.
  6. Be sure to note the deadline date of 10/26/15.
  7. Complete the form with your totals or your group's totals in the **TOTAL sections**.
  8. This form must be received in the mail no later than 10/26/2016. Please allow ample time for postal delivery. (Purchase orders may be e-mailed with the completed form at any time noting that 10/26/16 is the discounted early rate deadline.)

**An invoice/payment acknowledgement will be e-mailed to each attendee's primary e-mail address. Your canceled check and/or payment acknowledgment will be your receipt for membership dues and conference registration.**

**If you do not receive your information, please check your SPAM or Junk e-mail folders.**

**An invoice will also be sent to the billing office of your district office for purchase orders.**

For those who pre-registered and have self-printed their conference credentials, conference materials and name badge holders will be available at Speaker Check-in on Wednesday afternoon before the conference from 4:00 until 6:30 and on Thursday and Friday mornings by 7:30. *Periodic emails will be sent to notify participants that their registration has been received*, reminding registrants to print out their conference credentials to bring to the conference. Credentials will be printed out at the conference if needed.

Registrations **without** complete payment by 10/26/2016 cannot be fully processed prior to the conference! Payment will then need to be made by check, card, or cash on site before conference credentials and materials can be issued. Purchase orders must be received by mail by 10/26/2016. Purchase orders can be e-mailed at any time or hand-carried to the conference but this delay will mean waiting in line at the conference for credentials to be processed.

**Credentials will be printed for on-site registrants at the check-in desk. On-site registrants must also register on-line.**



## SCCTM CONFERENCE CANCELLATION/REFUND POLICY

All SCCTM conference cancellations and requests for refunds must be made in writing as indicated below. Requests must be sent to the conference registrar. Requests including name, email address, reason for refund, details about original form of payment, and where to tender the refund need to be mailed to the SCCTM registrar. Telephone or email requests will not be honored.

### **100% Refunds – With More than 30 Days Notice**

To receive a 100% refund, SCCTM must receive written requests more than 30 days prior to the first day of the conference.

### **50% Refunds – With 15 to 30 Days Notice**

Requests for refunds SCCTM receives within 15 to 30 days of the start of the conference, will be subject to a 50% refund.

### **No Refunds – With 14 or Fewer Days Notice**

Requests for refunds SCCTM receives with 14 or fewer days notice, prior to the start of the conference will not be eligible for a refund.

### **Emergency Illness or Death of Registrant or Immediate Family Member:**

Refunds may be granted after a deadline if an attendee is unable to attend the conference due to a family death, illness, or other extraordinary circumstance. In such a circumstance, the SCCTM registrar must be contacted by letter that includes documentation.

### **Substitution Policy:**

Registrants may send a substitute in their place in lieu of requesting a refund. Contact the SCCTM registrar by mail or at [SCCTM.reg@gmail.com](mailto:SCCTM.reg@gmail.com) in the case of a substitute attendee. In order to receive the member conference rate, the substitute must be a current SCCTM member or join SCCTM.

### **Returned Check Policy:**

If any checks are returned because of insufficient funds, SCCTM will charge a \$25 fee. Registrants will also be required to pay the amount SCCTM is charged by the financial institution that returned the check. SCCTM reserves the right to refuse to honor future checks submitted by violators.

### **Membership Payment Refund Policy:**

Membership payments can not be refunded unless an overpayment was made.

### **Authors' Luncheon Payment Refund Policy:**

Authors' Luncheon payments can not be refunded unless an overpayment was made.

**SCCTM will refund conference fees as soon as possible after the conference has concluded.**

**SCCTM c/o Cindy Parker, Registrar**

Conference Refund Request

6 Sandalwood Lane

Sumter, SC 29154

<http://www.scctm.org>