

2017 TASS CONFERENCE PAYMENT FORM

ALL ATTENDEES MUST REGISTER ONLINE AT

<http://tassconference.org/registration.php>

CONFERENCE FEE/CANCELLATIONS/SUBSTITUTIONS

TASS conference early registration is open online until **January 15, 2017**. Presenters must register and pay the registration fee by January 15, 2017. Non-presenters register online by January 15, 2017, and their early registration fee has to be received by February 1, 2017. A fee of \$50 (USA) will be added to all registrations after January 15, 2017, including onsite registrations.

ALL PRESENTERS must register online and pay the early registration fee by January 15, 2017. If a presenter's registration payment has not been received by January 15, 2017, the presenter's name will not appear in the program and the presentation will be cancelled in case there are no other registered co-presenters for that presentation.

Substitutions will be accepted at any time. Cancellations prior to February 1, 2017 will result in a refund less a \$50 (USA) processing fee. No refunds will be made for cancellations after February 1, 2017.

The conference fee includes all conference materials, breakfast on Monday, Tuesday and Wednesday for those who are staying at the Riverside Hotel, lunch on Monday and Tuesday and evening receptions on Sunday, Monday and Tuesday.

Registration cannot be confirmed without your payment. To confirm your registration and submit your payment, complete this form and mail or fax to:

**Sharon McDermot
TASS Conference Coordinator
Northern Essex Community College
100 Elliott Street
Haverhill, MA 01830-2399**

Fax: 978-556-3171 (credit card payment only)

For questions about payments, contact Sharon McDermot at smcdermot@necc.mass.edu or David Kelley at dkelley@necc.mass.edu

Name _____

Title _____

Institution/Organization _____

Mailing Address _____

City/State/Zip _____

Daytime Phone (_____) _____

Email Address _____

PLEASE REGISTER ME FOR THE CONFERENCE (PAYMENTS MUST BE RECEIVED FROM PRESENTERS BY 1/15/2017 AND FROM NON-PRESENTERS BY 2/1/2017):

- _____ \$379.00 (USA)
- _____ Florida residents only: \$290 (USA) full registration
- _____ Florida residents only: \$160 (USA) one-day fee
- _____ \$200 (USA)-graduate student fee

A fee of \$50 (USA) will be added to all registrations after January 15, 2017, including onsite registrations. Presenters must register and pay before 1/15/2017.

PLEASE REGISTER MY _____ (#) GUEST(S) FOR:

Lunch on the day(s) checked off below -

\$ _____ Monday (\$20 each) \$ _____ Tuesday (\$20 each)

\$ _____ Total for Guests' Lunches

PLEASE REGISTER ME FOR A PRE-CONFERENCE INSTITUTE:

\$ _____ Sunday (\$25)

SPECIAL ACCOMMODATIONS: _____

PAYMENT OPTIONS:

__ **OPTION A:** Enclosed is my check for \$ _____ made payable to the TASS Conference.

__ **OPTION B:** Please charge \$ _____ to my: __ MasterCard __ VISA

Name on Card _____

Charge Card Number _____

Expiration Date _____ / _____ / _____

Security Code (three digits on rear of card) _____

Card Holder's Mailing Address _____

Signature _____

OPTION C: Please bill my institution/organization for \$ _____

Attention: _____

Address: _____

Tax ID Number (required to process registration) _____

A receipt of payment for your registration fee will be provided in your conference materials for your records.

Note: You must provide a signed Letter of Authorization on company letterhead before we can bill your employer. The letter should include your name, college's federal ID number, dollar amount, and an authorized signature. Your college may need the TASS Tax ID#, which is: 042-498-732

Accommodations:

Space has been reserved at the Riverside Hotel for conference participants at a special conference rate. For general information on the Riverside Hotel, click on [Riverside Hotel](#). TASS rate is \$219 (USA) per night plus 11% tax. This rate is also available three days before and three days after the conference based on availability. Each additional person 18 years of age and older will be charged additional \$10.00 per person per day. Please make your reservations online at <http://tassconference.org/travel/travel.php> or call the hotel reservation number at 800-325-3280 by **February 11, 2017**. We cannot guarantee the conference rate after this date. Please note that the group/convention code has already been provided on the "book online" page. If you call the hotel, please mention TASS to qualify for the conference rate.

Availability is limited; therefore, we recommend you make your reservations early.