

2023 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 **February 1, 2023**. Presenters must register and pay the registration fee by February 1, 2023. A fee of \$50 (USA) will be added to all registrations after February 15, 2022, including onsite registrations.

ALL PRESENTERS must register online and pay the early registration fee by February 1, 2023. If a presenter's registration payment has not been received by February 1, 2023, 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, 2023 will result in a refund less a \$50 (USA) processing fee. No refunds will be made for cancellations after February 1, 2023.

The conference fee includes all conference materials, breakfast on Monday, Tuesday and Wednesday for those who are staying at the Embassy Suites by Hilton 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 to:

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

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

Name _____

Institution/Organization _____ Title _____

Mailing Address _____

City/State/Zip _____

Daytime Phone (_____) _____

Email Address _____

Please register me for the conference (payments must be received from presenters by 02/15/20.

_____ \$519.00 (USA)

_____ Florida residents only: \$419 (USA) full registration

_____ \$300 (USA)-graduate student fee

A fee of \$50 (USA) will be added to all registrations after February 1, 2023, including onsite registrations. Presenters must register and pay before 02/1/23.

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

Reception on the day(s) checked off below -

\$ _____ Monday (\$35 each) \$ _____ Tuesday (\$35 each)

\$ _____ Total for Guests' Receptions

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

Security Code (three digits on rear of card) _____

Expiration Date

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 Embassy Suites by Hilton Hotel for conference participants at a special conference rate. TASS rate is \$225 (USA) per night plus 13% 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 954-527-2700 by **February 1, 2023**. 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.