



## FREQUENTLY ASKED QUESTIONS (FAQs)

### **Q: How many registrations are included with membership?**

**A:** ALL member districts, regardless of size, will receive one free registration for the meeting. Any subsequent registrations will be charged \$200 per participant. Registration fees cover participant materials, breaks, reception, and food.

### **Q: How many people can I send from my district?**

**A:** You may send as many participants as you like from your district, as long as they are district staff. The Member or Associate from the district is not required to attend. We encourage you to send special and general educators.

### **Q: Does the Collaborative pay for my airfare?**

**A:** One of the benefits of membership in the Collaborative is paid airfare to our semi-annual meetings. The number of airline tickets paid for by the Collaborative is dependent upon your school district's size:

- If you are a **small** school district with enrollment of less than 15,000 students, your membership fee pays for **one participant's airfare per meeting**.
- If you are a **medium** school district with enrollment of between 15,000 and 50,000 students, your membership fee pays for **two participants' airfare per meeting**.
- If you are a **large** school district with enrollment of more than 50,000 students, your membership fee pays for **three participants' airfare per meeting**.

**You must make your flight reservations before April 10, 2020, if you would like the Collaborative to pay for your airfare.** All participants are responsible for baggage fees, ground transportation, and incidentals.

### **Q: Can I choose the flight I want?**

**A:** Please help the Collaborative stay within budget by making your reservations before April 10, 2020. The Collaborative and ASU Anthony Travel will make every effort to accommodate your travel preferences. We will seek out the most reasonable coach airfare at the time of booking, but please be aware that you may be required to book an itinerary with a connecting flight. **IMPORTANT:** Before booking your ticket, please make sure that you have district approval and are committed to attending the meeting. Unused tickets result in lost money for the Collaborative and risk our ability to continue offering airfare as a membership benefit. Please note that airfare is not refundable or transferable to another person. Changes may include a \$200 airline fee and the difference in airfare cost would be the responsibility of the member to cover.

### **Q: What if I live locally and do not need to fly to the meeting?**

**A:** For members who do not require airline travel, the district can substitute their airline cost benefit for extra participant registration fees. As with airline tickets, the number of registration fees paid for by the Collaborative depends upon your district's size. That is:

- For **small** districts, instead of paying for one participant's airfare, the Collaborative will waive the registration fee for one extra participant for a total of two waived registration fees.
- For **medium** districts, instead of paying for two participants' airfare, the Collaborative will waive the registration fees for two extra participants for a total of three waived registration fees.
- For **large** districts, instead of paying for three participants' airfare, the Collaborative will waive the registration fees for three extra participants for a total of four waived registration fees.

**Q: What if I need to make changes or cancel?**

**A:** Please inform us of a cancellation. For all cancellations made after April 20, 2020, registration fees are non-refundable and participants will be held responsible for that fee.

However, if a registered participant cannot attend and would like to send another individual in their place, no additional charge will be incurred. Once an airline ticket has been issued, the ticket holder is responsible for all costs associated with any changes. Changes may include a \$200 airline fee and the difference in airfare cost would be the responsibility of the member to cover. Again, to avoid these extra fees and to help the Collaborative, please be sure that you are able to attend the meeting before booking your airline ticket.

**Q: Does the Collaborative pay for my hotel?**

**A:** The Collaborative does not pay for hotel rooms. However, we always have a reduced meeting rate for our group. Please be sure to book your hotel room before April 10<sup>th</sup> to take advantage of the reduced rate. You can make reservations via the Hotel [Albuquerque Hotel](#) link:

<https://gc.synxis.com/rez.aspx?Hotel=63151&Chain=17123&arrive=5/5/2020&depart=5/8/2020&adult=1&child=0&group=2004UC>.

This link can also be found on our website and in the letter that was emailed to members.