



FREQUENTLY ASKED QUESTIONS (FAQs) – SPRING 2019 MEETING

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 if registered **before April 8, 2019**. After April 8, there will be a charge of \$300 per registration. Registration fees cover participant materials, breaks, reception, and Thursday and Friday lunches.

Q: Can I send additional representatives from my district?

A: Yes. Member districts are encouraged to register additional participants. The Member or Associate from the district is not required to attend. You may send any district staff to the meeting.

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 **5:00 PM EST, April 8**, 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 early. The Collaborative and Stewart International Travel will make every effort to accommodate your travel preferences. We will seek out the most reasonable 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 benefit. Please note that airfare is not refundable or transferable to another person.

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 registrants at no cost.
- 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 registrants at no cost.
- 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 registrants at no cost.

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

A: Please email Pilar Miranda at PMiranda@edc.org to inform us of a cancellation. For all cancellations made after **April 8, 2019**, 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. Please contact Pilar Miranda regarding any changes. Once an airline ticket has been issued, the ticket holder is responsible for all costs associated with any changes. Change fees may include a \$200 airline fee and the difference in airfare. 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.