

**CHECK and PURCHASE ORDER • MEMBERSHIP & SCCTM Math CONFERENCE REGISTRATION FORM**  
**All Attendees Must Register Online Even When Submitting Payment via Check or Purchase Order**



**2018 • SCCTM • FALL CONFERENCE • 2018**  
*Change the World of Mathematics - Sow A Seed!*  
 Columbia, S.C. November 14 - 16, 2018

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>AMOUNTS</b>
<b>MEMBERSHIPS:</b>	<b>1-Year</b>	<b>3-Years</b>	<b>5-Years</b>	<b>LIFE</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>Full Conference</b>		<b>One Day Only</b>		
	<b>EARLY</b> By 10/13/18	<b>LATE or ON-SITE</b> After 10/13/18	<b>Thursday or Friday</b>		
Nonmember (s)	\$160.00	\$170.00	\$87.00		\$
Member (s) (Reg/Ret/Life)	\$97.00	\$107.00	\$57.00		\$
Full-Time Student (s)	\$27.00	\$32.00	\$17.00		\$
<b>MISCELLANEOUS:</b>					
SCCTM Scholarship Fund Contribution					\$
State Math Counts Team Contribution					\$
<b>TOTAL REMITTED by CHECK:</b>					\$
<b>TOTAL to be INVOICED:</b>					\$

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

Name(s) of Attendee(s)	School or District	Thur/ Fri or Both	Total \$ for Attendee	Attendee's SCCTM Account e-mail Address

School District's Billing Address (mail or e-mail)	
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This completed form must be received by 10/13/2018 with checks to:  
 SCCTM • c/o Cindy Parker, Registration  
 6 Sandalwood Lane • Sumter, S.C. 29154-5315

Purchase orders may be received by 10/13/2018 with this form at the address noted above or emailed at any time with attendee information included to: [registration@scctmconference.org](mailto:registration@scctmconference.org)

**After 10/13/2018, 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.**

\*This form is not needed when on-line payment is made with debit or credit cards.

\*This form must be submitted with checks or when district purchase order payments are mailed in.

# Membership Renewal & 2018 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.

Leave payment pending when paying by check or PO.

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.**

## Conference Registration

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

Leave payment pending when paying by check or PO.

- Speakers:** This is not the speaker's payment form.
5. All attendees MUST register online at: sctm.org
  6. Leave payment pending when paying by check or PO.
  7. Join SCCTM or renew your membership in order to take advantage of the reduced member conference rates. Register on-line at SCCTM.org.
  8. Be sure to note the deadline date of 10/13/18 to take advantage of the lower, early Conference Registration fees!
  9. Complete the form with your totals or your group's totals in the **TOTAL sections**.
  10. This form must be received in the mail no later than 10/13/2018. Please allow ample time for postal delivery. (Purchase orders may be e-mailed with the completed form at any time noting that 10/13/18 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 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, badge holders will be available at Speaker Check-in on Wednesday afternoon before the conference from 4:15 until 6:45 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 **or with** an official purchase order received as payment by 10/13/2018 will **not** be processed at the early rate! Payment will then need to be made on site before conference credentials and materials can be issued.

**Credentials will be provided for on-site registrants and payees at the registration desk. On-site registrants must also register on-line.**

## Information

- New members are eligible for the member's discounted conference fee.
- Membership dues must be paid and up-to-date in order to receive the discounted conference fee.
- An electronic invoice and/or 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/or conference registration.
- Your conference name badge will arrive via email for you to print and bring with you.
- Only current SCCTM members are eligible for door prizes.

**All attendees MUST  
register on-line!**

**Leave payment pending if paying by  
check, purchase order, or in person.**





## 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 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>