

***NEW MEXICO SCHOOL BOARDS ASSOCIATION***

2018 Annual Convention

December 7 - 8, 2018

Embassy Suites - Albuquerque, NM

***REGISTRATION FORM***

Billing Address:

School District:

Submitted by:

Title: Phone:

Email:

**If no RSVP is indicated for the lunch we will assume “not attending”.**

ATTENDEES NAMES

(please print)

1. Name:

 Title:

 Friday Awards Lunch..… attending ( ) not attending ( )

2. Name:

 Title:

 Friday Awards Lunch..… attending ( ) not attending ( )

3. Name:

 Title:

 Friday Awards Lunch..… attending ( ) not attending ( )

4. Name:

 Title:

 Friday Awards Lunch..… attending ( ) not attending ( )

5. Name:

 Title:

 Friday Awards Lunch..… attending ( ) not attending ( )

6. Name:

 Title:

 Friday Awards Lunch..… attending ( ) not attending ( )

**Conference Fees:**

***Association Members***: **$150.00** per person. ***$175.00 per person after November 16, 2018.*** A purchase order is considered payment.

Purchase Order #:

 (attach copy of P.O.)

***Non-Members***: **$450.00** **per person**. ***Payment must be made in advance.***

**Friday Awards Luncheon:** The Awards Luncheon on Friday is included with registration.

***Cancellations & Refund Policy***

*100%* refund if registration is canceled in **writing**, by November 9, 2018. *50%* refund if registration canceled **in** **writing,** by November 16, 2018**. NMSBA does not send out confirmations, the district must call or email to confirm registration or cancellations.**

**NO SHOWS WILL BE BILLED IF NOT CANCELED BY DATES SHOWN ABOVE.** Substitutions will be allowed until Nov. 16, 2018 with no charge. From Nov. 17th until event, a charge of $50.00 will apply.

**HOTEL RATES** at the Embassy Suites are $91.00 Single

or $101.00 Double, plus tax. Please make your room reservations by calling 1-505-245-7100 or 1-800-362-2779. Please indicate purchase order number at time of reservation. To ensure these rates, please make room reservations by November 21 and identify yourself as being with NMSBA.

**List of Overflow Hotels for Annual Convention:**

**Holiday Inn Hotel & Suites–1501 Sunport Pl. SE – (505) 944-2255**

**Quality Inn & Suites – 1315 Menaul Blvd. NE – (505) 345-0010**

**Holiday Inn Express–2500 Menaul Blvd. NE – (505) 881-0544**

**Holiday Inn Hotel – 5050 Jefferson St. NE – (505) 944-2222**

**Please email Registration Form & Purchase Order to**

**Carolyn Mole, NMSBA Finance Director: cmole@nmsba.org**