

ANJEE ANNUAL CONFERENCE

The Annual Conference is traditionally held on the second or third Friday and Saturday of January.

CONFERENCE POLICIES

- All fee policies to be printed in conference registration package.
- Registration fees for participants and exhibitors include membership fees.
- Early registration for participants lasts until Dec 15th.
- Fees for registrations postmarked after Dec 15th, or walk-ins, are \$10 more than early registration.
- Early registration for Exhibitors lasts until December 15th.
- Fees for exhibitor registration postmarked after December 15th is \$40 more than early registration, plus no guarantee of there being a table available or being included in the brochure.
- All registration fees (participants and exhibitors) will be refunded with two weeks cancellation notice.
- Cancellations received within two weeks of the conference will incur penalty of membership dues plus \$5 processing fee (participants and exhibitors).
- Banquet fees will be refunded with two weeks notice. After this no refunds.
- Classroom teachers, interested in becoming active members, may be sponsored for one day of the conference by an Advisory Council or Executive Board member. This means their conference fee for one day will be waived. They must pre-register. The sponsor must sign their registration form indicating that this person is sponsored for one day. Membership fees are not waived.
- An emergency telephone number will be included in the pre-conference registration package.
- ANJEE Affiliates can exhibit at conference. Table fees will be waived, but attendees must pay regular conference fees. Affiliates with exhibits must complete exhibitor registration form.
- ANJEE Affiliates who exhibit at conference are expected to give a presentation/workshop. In this case, the presenter will have the conference fee waived on day of presentation. Membership fees are not waived.
- All presenters (excluding invited keynote presenters) must be members of ANJEE.

CONFERENCE TIMELINES

- The location and theme of the conference should be decided at the November meeting of the Executive Board, one year before the conference is scheduled. If this is not possible, these items should be defined at the February Executive Board meeting.
- The Call for Presenters will go out April.
- The conference Registration Package will be mailed by October 15th.