

# Registration Form

## 3 WAYS TO REGISTER

**ONLINE:** Visit [www.cla-csla.org](http://www.cla-csla.org) for online registration.

**MAIL:** SCLC • 248 E. Foothill Blvd., Suite 101  
Monrovia, CA 91016-5522

**FAX:** Complete both pages of the registration form and fax to SCLC (626) 359-0001.

**Questions?** Contact the CLA Conference staff at (877) 481-7881 or [conference@cla-csla.org](mailto:conference@cla-csla.org).

### REGISTRATION PROCESS *Please use one form per registrant.*

*Prior to completing your registration form, please read Registration Details on page 6.*

**STEP 1:** Complete your registration information.

**STEP 2:** Read important information; identify yourself.

**STEP 3:** Select registration type (full, one-day, exhibits only).

**STEP 4:** Make your institute selections.

**STEP 5:** Make your meal selections.

**STEP 6:** Calculate your conference registration, Institutes, legislative lunch, and meals.

**STEP 7:** Complete your payment information.

### STEP 1: YOUR REGISTRATION INFORMATION

Name \_\_\_\_\_

Library/School/Organization \_\_\_\_\_

District (school library) \_\_\_\_\_

Title/Position \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Check if special assistance is required at the Conference. Provide an explanation of your needs.

\_\_\_\_\_

\_\_\_\_\_

Please indicate special dietary needs. \_\_\_\_\_

\_\_\_\_\_

### STEP 2: IMPORTANT INFORMATION

*Please check the appropriate boxes.*

- First-time attendee
- I want to volunteer onsite for conference.
  - No purchase orders accepted.
  - Registration must be paid in full by check or credit card to be processed.
  - Processed registrations will receive an email confirmation.
  - After November 1, registrations must be done onsite.
  - Guests must register to attend meal/event functions. Enter guest name in Step 3, and select meals and special events in Step 5.
  - **No refunds** for conference registration, institutes, special events, or meal functions will be given after November 1, 2011. An administrative processing fee of \$50 will be applied to all refunds. Qualifying refunds will be processed after December 1, 2011.

### STEP 3: REGISTRATION OPTIONS *Early Registration: Through – October 1, 2011 • Regular Registration: October 2 – November 13, 2011*

#### FULL REGISTRATION

Includes keynote general session, concurrent sessions, opening reception, and exhibits. (*Institutes, workshops, and meal functions are separately priced and are not included in full or special attendee registration fees.*)

	CLA Member*	Nonmember
<input type="checkbox"/> Early Bird <i>(By October 1, 2011)</i>	\$150 [4350/4801]	\$300 [4351/4802]
<input type="checkbox"/> Regular/Onsite	\$225	\$350
<input type="checkbox"/> Special Attendee*	\$95 [4354/4807]	\$145 [4355/4808]

\*Full-time student, retired, or unemployed individuals. Also, CLA Friends, CLA Foundation Board of Trustees, or CLA Supporter (non-library staff).

#### ONE-DAY REGISTRATION *(check one)*

Includes one day of concurrent sessions and exhibits on selected registration day, unless otherwise stipulated. (*Institutes, workshops, and meal functions are separately priced and are not included in one-day registrations.*)

	CLA Member*	Nonmember
<b>Friday</b>	[4352/4803]	[4353/4804]
<input type="checkbox"/> Early Bird	\$100	\$200
<input type="checkbox"/> Regular/Onsite	\$125	\$225
<input type="checkbox"/> Trustees and Friends Package	\$75	\$75
<b>Saturday</b>		
<input type="checkbox"/> Early Bird	\$100	\$200
<input type="checkbox"/> Regular/Onsite	\$125	\$225
<b>Sunday</b>		
<input type="checkbox"/> Early Bird	\$100	\$200
<input type="checkbox"/> Regular/Onsite	\$125	\$225

#### EXHIBIT HALL ONLY—ONE DAY *(check one)*

Includes access to exhibit hall only either Friday night, Saturday all day, or Sunday all day. (*All other sessions, meals, special events, etc., are separately priced and registration is required.*)

	[4356]	[4818]
<input type="checkbox"/> Friday	\$25	\$25
<input type="checkbox"/> Saturday	\$25	\$25
<input type="checkbox"/> Sunday	\$25	\$25

#### GUEST REGISTRATION

Name \_\_\_\_\_

*Guest registration is reserved for those who are accompanying the full registrant to a meal function. Meal ticket and special events must be purchased in advance.*

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## STEP 4: INSTITUTES REGISTRATION—FRIDAY, NOVEMBER 11, 2011

### CLA FULL-DAY INSTITUTES

9:00am – 5:00pm

\$50 member/\$100 nonmember

**Select Session:**

- Strategic Reality Check [limit - 32 attendees]
- Life Long Eureka Leadership [limit - 32 attendees]

### CLA HALF-DAY INSTITUTES

9:00am–12:00noon

\$25 member/\$50 nonmember

**Select Session:**

- Finding Solid Ground [limit - 48 attendees]
- Getting to WIN! How to Effectively Speak to Those in Power [limit - 75 attendees]

### CLA AWARDS RECEPTION

7:00pm–9:00pm

- A Star-Studded Journey [limit - 125 attendees]

### CLA HALF-DAY INSTITUTES

2:00pm–5:00pm

\$25 member/\$50 nonmember

**Select Session:**

- Fundraising Success [limit - 52 attendees]
- Dream Big! CLA's 2012 Summer Reading Workshop – email [ncole@cla-net.org](mailto:ncole@cla-net.org) to register [FREE]

## STEP 5: MEALS AND SPECIAL EVENTS

Only registered attendees and their spouse/guests may purchase tickets for these events.

- |   | (Quantity) |   |
|---|------------|---|
| <input type="checkbox"/> Friday: CLA Legislative Luncheon [limit - 100 attendees] | ___        | x \$45 = \$ _____                                     |
| <input type="checkbox"/> Friday: CLA Awards Reception [limit - 125 attendees]     | ___        | x \$30 = \$ _____                                     |
| <input type="checkbox"/> Saturday: CYRM/Beatty Award and Author Banquet           | ___        | x \$60 = \$ _____                                     |
| <input type="checkbox"/> Saturday: CALTAC Luncheon                                | ___        | x \$45 = \$ _____                                     |
| <input type="checkbox"/> Saturday: California State Librarian Reception           | ___        | x Free<br><i>(you must still indicate attendance)</i> |

## BOARDS AND FRIENDS PACKAGE

Trustees and friends can register early for a full day of participation on Friday, November 11, 2011 - includes a half-day institute on Friday morning, *Getting to Win: how to effectively speak to those in power*, Legislative lunch, exhibit pass, and CLA awards reception all for **only \$75**.

## STEP 6: CALCULATE YOUR FEES

Please calculate your total registration fees based upon steps 3-6.

- Full Registration \$ \_\_\_\_\_
- One-Day Registration \$ \_\_\_\_\_
- CLA Institutes \$ \_\_\_\_\_
- Meals & Special Events \$ \_\_\_\_\_
- Legislative Luncheon \$ \_\_\_\_\_
- Membership \$ \_\_\_\_\_  
*(if joining or renewing now, please complete the CLA membership form)*

**Grand Total Amount** \$ \_\_\_\_\_

## STEP 7: PAYMENT

All fields, including billing address, must be completed in order to process your registration payment. Remember, if you are paying by check, please make it payable to CLA.

**FEE TOTAL** (from STEP 6) \$ \_\_\_\_\_

Check (payable to CLA) Check # \_\_\_\_\_

Credit Card:  MasterCard  VISA  American Express  Discover

Card Number \_\_\_\_\_

Billing Address \_\_\_\_\_

Billing City/State/ZIP+4 \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Name on Card \_\_\_\_\_ VCode \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Exp. Date \_\_\_\_\_