

# 2020 TASS CONFERENCE PAYMENT FORM

**ALL ATTENDEES MUST REGISTER ONLINE AT**

**<http://tassconference.org/registration.php>**

## **CONFERENCE FEE/CANCELLATIONS/SUBSTITUTIONS**

TASS conference early registration is open online until **March 1, 2020**. Presenters must register and pay the registration fee by February 15, 2020. Non-presenters register online by February 15, 2020, and their early registration fee has to be received by March 1, 2019. A fee of \$50 (USA) will be added to all registrations after March 1, 2020 including onsite registrations.

**ALL PRESENTERS must register online and pay the early registration fee by February 15, 2020. If a presenter's registration payment has not been received by March 1, 2020, the presenter's name will not appear in the program and the presentation will be cancelled in case there are no other registered co-presenters for that presentation.**

Substitutions will be accepted at any time. Cancellations prior to March 1, 2020 will result in a refund less a \$50 (USA) processing fee. No refunds will be made for cancellations after March 1, 2020.

The conference fee includes all conference materials, breakfast on Monday, Tuesday and Wednesday for those who are staying at the Riverside Hotel, lunch on Monday and Tuesday and evening receptions on Sunday, Monday and Tuesday.

Registration cannot be confirmed without your payment. To confirm your registration and submit your payment, complete this form and mail or fax to:

**Sharon McDermot  
TASS Conference Coordinator  
Northern Essex Community College  
100 Elliott Street  
Haverhill, MA 01830-2399**

**Fax: 978-556-3185 (credit card payment only)**

For questions about payments, contact Sharon McDermot at [smcdermot@necc.mass.edu](mailto:smcdermot@necc.mass.edu) or David Kelley at [dkelley@necc.mass.edu](mailto:dkelley@necc.mass.edu)

Name \_\_\_\_\_

Institution/Organization \_\_\_\_\_ Title

Mailing Address

City/State/Zip \_\_\_\_\_

Daytime Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address \_\_\_\_\_

**Please register me for the conference (payments must be received from presenters by 3/1/2020  
and**

**from non-presenters by 3/1/2020:**

\_\_\_\_\_ \$489.00 (USA)

\_\_\_\_\_ Florida residents only: \$399 (USA) full registration

\_\_\_\_\_ Florida residents only: \$249 (USA) one-day fee

\_\_\_\_\_ \$250 (USA)-graduate student fee

A fee of \$50 (USA) will be added to all registrations after March 1, 2020, including onsite registrations.  
Presenters must register and pay before 03/01/20.

PLEASE REGISTER MY \_\_\_\_\_ (#) GUEST(S) FOR:

Reception on the day(s) checked off below -

\$ \_\_\_\_\_ Monday (\$25 each)    \$ \_\_\_\_\_ Tuesday (\$25 each)

\$ \_\_\_\_\_ Total for Guests' Receptions

PLEASE REGISTER ME FOR A PRE-CONFERENCE INSTITUTE:

\$ \_\_\_\_\_ Sunday (\$25)

SPECIAL ACCOMMODATIONS: \_\_\_\_\_

PAYMENT OPTIONS:

**OPTION A:** Enclosed is my check for \$ \_\_\_\_\_ made payable to the TASS Conference.

**OPTION B:** Please charge \$\_\_\_\_\_ to my:  MasterCard  VISA

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

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_ Charge Card Number

Security Code (three digits on rear of card) \_\_\_\_\_

Expiration Date \_\_\_\_\_

Card Holder's Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

**OPTION C:** Please bill my institution/organization for \$ \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tax ID Number (required to process registration) \_\_\_\_\_

\_\_\_\_\_

**A receipt of payment for your registration fee will be provided in your conference materials for your records.**

Note: You must provide a signed Letter of Authorization on company letterhead before we can bill your employer. The letter should include your name, college's federal ID number, dollar amount, and an authorized signature. Your college may need the TASS Tax ID#, which is: 042-498-732

**Accommodations:**

Space has been reserved at the Riverside Hotel for conference participants at a special conference rate. For general information on the Riverside Hotel, click on [Riverside Hotel](#). TASS rate is \$220 (USA) per night plus 11% tax. This rate is also available three days before and three days after the conference based on availability. Each additional person 18 years of age and older will be charged additional

\$10.00 per person per day. Please make your reservations online at <http://tassconference.org/travel/travel.php> or call the hotel reservation number at 800-325-3280 by **March 4, 2020**. We cannot guarantee the conference rate after this date. Please note that the group/convention code has already been provided on the "book online" page. If you call the hotel, please mention TASS to qualify for the conference rate.

**Availability is limited; therefore, we recommend you make your reservations early.**