



FLENJ

2017-2018 WORKSHOP SERIES IMPORTANT INFORMATION

	Member Rate	Non-member Rate	Student Rate*
Workshop 1: Dr. Francis Troyan, Wednesday, November 1, 2017 <i>"Getting to the Core of Standards-Based Instruction in World Language Classrooms"</i>	\$125	\$175	\$75
Workshop 2: Dr. Catherine Ritz, Thursday, December 7, 2017 <i>"Assessing Performance: Moving from Chapter Tests to Authentic Assessments"</i>	\$125	\$175	\$75
Workshop 3: Dr. Cherice Montgomery, Thursday, March 15, 2018 <i>"Scaffolding for Success: Strategies for Supporting Literacy Learning Across the Three Modes"</i>	\$125	\$175	\$75
Workshop 4: Dr. Ted Zarrow, Thursday, May 17, 2018 <i>"From Student Centered to Student Driven: Practical Strategies for Promoting Ownership in the WL Classroom"</i>	\$125	\$175	\$75

Membership: If you are unsure of your membership status, contact the workshop registration coordinator (manager@FLENJ.org) prior to submitting your registration. This will avoid a delay in processing due to incorrect pricing. If multiple names are being registered on a purchase order, each attendee's membership status needs to be verified prior to submitting the purchase order. Failure to do so may result in incorrect pricing which will delay the registration of the names listed. Paying the non-member rate grants you membership for the remainder of the membership year.

* **Students:** To receive the student-discounted rate, you must provide proof of full-time enrollment (12 credits or more for undergraduates and 9 credits or more for graduate students) via a letter from the college or university advisor or registrar. This letter must be sent to manager@FLENJ.org upon registration.

Out-of-State Attendees: FLENJ extends its member rate to anyone who lives outside of New Jersey and is a member of the resident state language teachers' organization. Please provide our registration coordinator with proof of membership by emailing manager@FLENJ.org

IMPORTANT INFORMATION REGARDING REGISTRATION/PAYMENT

Registration: Whether paying by credit card online, personal check, school/company purchase order and/or check, you must register for all workshops and conferences online at www.flenj.org.

Paying by credit card: We accept all major credit cards for payment.

Paying by check: If you wish to pay by check, please select "offline payment" when registering. You will enter your information online, then print a coupon to mail in to accompany your check. Please use this address:

FLENJ Registration
PO Box 385
Fanwood, NJ 07023

Purchase Orders: Please check with your purchasing department to make sure that your purchase order and registration forms have been mailed in a timely manner. To determine if your PO has arrived, send a message to registration@FLENJ.org)

Refunds: All refund requests must be received in writing one week prior to the workshop date. Refund requests received after this date will be reviewed by FLENJ on a case-by-case basis. Refund requests will be subjected to a \$40 processing fee to cover the cost of pre-ordered meals, etc. No refund requests will be accepted after the event has occurred. Participants unable to attend a scheduled event are encouraged to find another person to take their place. If the replacement attendee is not a member of FLENJ, the price difference must be paid at the workshop.

Returned checks: Any cost incurred by FLENJ because of stopped payment or NSF checks will be billed to the participant/school.

Unpaid bills: Workshop registration materials from participants/schools/districts with out-standing purchase orders for payment for prior workshops will not be accepted until all financial obligations are paid.

Questions: If you have any questions about these workshops, registration, membership status or payments please contact the workshop coordinator at registration@FLENJ.org.

Sessions held at:

NJPSA, 11 Centre Drive, Monroe Twp., NJ 08831

9:00 am to 3:00 pm with breakfast and lunch included

5 hours of PD credit will be awarded at conclusion of program. It is up to the your district's discretion to award credit for attending this type of professional development.

Registration is limited and will be on a first come, first served basis. An e-confirmation will be sent to all registrants who provide an email address. If you wish a printed confirmation, a self-addressed stamped envelope must be included with this registration form. If you do not receive a FLENJ issued e-confirmation document within two weeks of submitting your registration, please email registration@FLENJ.org.

FLENJ reserves the right to make a substitution of speaker or topic depending on extenuating circumstances, such as speaker illness, missed flights due to inclement weather, closure of the workshop facility, etc.