

For Those Coordinating Group Registrations:

- If paying by check, have each individual complete and submit a registration form online, print the invoice that follows, and provide a copy for you to submit with payment.
- Individuals who registered for events for which the funding agency will not pay, i.e., Extended Session(s) or lunches are to write a personal check made payable to LATM for the costs of those events/lunches and secure it to their registration invoice with a paper clip, not a staple.
- Total the amounts that are covered by the funding agency for all invoices. Submit a funding agency check for the total that is funded by the agency and the printed invoices with attached personal checks from the individuals to the address specified on the invoices. Include contact information (name, email, and phone number) for the person submitting the group registration so that confirmation of receipt can be made.
- Keep a copy of all forms and checks submitted.
- If you need to pay for the group registration by credit card, please contact bethsmith1124@gmail.com.
- Remember, the earlier the payment is postmarked, the greater the discount. All Extended Session registrations must be postmarked by September 29, 2017. The earlier the payment is received, the more likely it is that the attendee will get their first choices of Extended Sessions.
- For questions regarding group registrations, e-mail Beth Smith bethsmith1124@gmail.com.