

NABE Conference Frequently Asked Questions

Attendee Registration

Can I fax/mail my registration?

NABE Conference Registration has gone green; we no longer accept paper/fax registrations.

Can I pay with a Purchase Order?

Absolutely! When registering, simply select the Purchase Order option during the checkout procedure. You will be prompted to enter your PO number. After completing the checkout process, you will receive an email with your invoice attached. Please email your PO to conf.reg.nabe@gmail.com or mail to:

NABE Conference Coordinator's Office

P.O. Box 1569

Albany, LA 70711

To what address do I send my Purchase Order and/or Check?

While all checks should be made payable to National Association for Bilingual Education, checks and purchase orders should be mailed to:

NABE Conference Coordinator's Office

P.O. Box 1569

Albany, LA 70711

Can a 3-day registration be used for different individuals each day?

Multiple attendees requires multiple registrations, this ensures that all attendees receive their conference materials.

Can I purchase a 1-day registration?

Yes, we offer a Saturday-only registration option.

Can I purchase a Saturday-only registration and attend on a day other than Saturday?

Aside from Saturday, we do not currently offer 1-day registration options. Saturday-only registrations cannot be substituted for other conference days.

Can I purchase a Pre-Conference session without registering for the conference?

Pre-Conference Sessions are available only as an add-on purchase when purchasing a conference registration.

Can I purchase a Lifetime Members registration package if I am not a Lifetime Member?

The Lifetime Members Registration Package is only for NABE members who have previously purchased a Lifetime Membership.

Can I purchase a Pre-Conference session if I purchase a Platinum registration package?

As the Pre-Conference Sessions and the School Visits are scheduled for the same date and time, you should not purchase both a Platinum Registration Package and a Pre-Conference Session registration.

Can I purchase both a school visit and a Pre-Conference session?

As the Pre-Conference Sessions and the School Visits are scheduled for the same date and time, you should not purchase both a School Visit and a Pre-Conference Session.

Can my spouse/child/friend attend sessions with me without registering?

Only registered conference attendees will be allowed into conference sessions.

Can my spouse/child/friend partake of meals included with my registration?

Meals provided as part of conference registration packages are for registered conference attendees only.

If I have purchased a Platinum or Premium registration package, will I be able to bring a guest with me to the Awards Luncheon?

The NABE Awards Luncheon is a ticketed event. Additional tickets for the Awards Luncheon are available for purchase through the online conference registration. Tickets will not be available onsite.

Where can I get a printed program?

NABE is going green. Conference Attendees will receive a link for the digital conference program. The digital program is a printable flipbook. The conference schedule is also available online at: www.nabe-conference.com

Where do I get my Certificate of Attendance?

NABE is going green. Conference attendees will receive a link for conference surveys. After completing the survey, you will be able to download and/or print your conference certificate.

Presenters

If my proposal was accepted, do I still have to register for the conference?

All presenters must be registered conference attendees.

If I am registered, do my co-presenters still need to register?

All presenters, including co-presenters, must be registered conference attendees.

Will there be an LCD projector available?

All meeting rooms will be provided with an LCD projector. Please note that if your laptop is a Mac, you will need to bring your video adaptors.

Do I need to bring my laptop, or will one be provided?

Presenters wishing to use the provided LCD projector must bring their own laptop.

Can I bring my presentation on a flash drive?

If you decide to store a backup copy of your presentation on a flash drive, please note that the presentation rooms will not be provided with a computer. Presenters wishing to use the provided LCD projector must bring their own laptop.

Will NABE provide transportation?

Presenters are required to book and pay for their own travel.

Will NABE provide lodging?

Presenters are required to book and pay for their own lodging.

Where do I get my Presenter Certificate?

After the conference, presenters may log in to the online registration system to access their Presenter Certificate.