



## **FREQUENTLY ASKED QUESTIONS/ HELPFUL INFORMATION**

### **HOW CAN I REGISTER?**

Fill out the form and return by mail. Your registration will not be confirmed until the fee is received. We cannot accept registrations by phone or fax.

### **IS ON-SITE REGISTRATION AVAILABLE?**

Yes, but on-site registration is \$20 higher than the printed price.

### **WHERE CAN I FIND AN IAN MEMBERSHIP FORM?**

[www.ianetwork@org](mailto:www.ianetwork@org) or call Jackie at 217-953-4620

### **WHAT FORM OF PAYMENT IS ACCEPTED?**

Checks/money orders payable to Il AfterSchool Network. A non-sufficient funds fee of \$30 will be charged for all checks returned. IAN utilizes PayPal to process credit card/debit card registrations. Users will now incur processing fees associated with credit card payment. Please contact the office (217-953-4620) for details.

### **WHAT IS THE REFUND POLICY?**

We are sorry, but we are unable to refund a registration fee; however, if you discover you are unable to attend the conference you may transfer your registration to another participant.

### **DO THE WORKSHOP SESSIONS COUNT AS GATEWAY REGISTRY APPROVED TRAINING HOURS?**

Yes. In the conference program there will be a suggested schedule for in-service hours. Workshop sessions do not count as CEU's.

### **ARE MEALS INCLUDED WITH MY REGISTRATION FEE?**

Registration includes a continental breakfast and lunch. To guarantee meals, registrations must be received by **Friday, April 12, 2019**

### **MAKE YOUR HOTEL RESERVATIONS**

**Hotel reservations must be made directly to the hotel by Friday, April 12, 2019 on a first come, first serve basis – (630)505-1000.**

### **PROFESSIONAL DEVELOPMENT FUNDS**

Contact your local Child Care Resource and Referral Agency for guidelines and availability of Professional Development Funds (PDF) to attend the IAN Spring Conference. Individuals apply for PDF directly to their local CCR&R. To locate your local CCR&R, visit [www.inccrra.org](http://www.inccrra.org)