

If you do not see your question answered below, please email us at lfvirginia@gmail.com
or call us at 571.438.8043

1) What is the price of the institute?

Early Bird (before July 15): \$650.00

Regular (after July 15): \$700.00

2) What does the registration fee include?

The registration fee includes your fee for your selected session, light breakfast, lunch, and materials during the session. Travel costs, and hotel accommodations are not included in the registration fee.

3) Where can I find an institute agenda?

The agenda for the three days may be found on Learning Forward Virginia's web site. Please go to www.learningforwardvirginia.org and click on the link for the agenda.

4) Is there more information about the institute?

More information is listed on the Learning Forward Virginia website.

5) If my district is paying with a purchase order (PO) and I do not have the purchase order with me, am I still able to register for the event?

Email Charlie Makela, lfvaconfreg@gmail.com with the names of the people on the PO and the address where the invoice is to be sent.

6) The registration site is asking for a PO number but I don't have it. What do I do?

Most school divisions require an invoice. School divisions may email Charlie Makela, lfvaconfreg@gmail.com to request an invoice be sent. You can still complete the registration process without entering the PO number. However, please note that your registration and session registration selections will not be finalized until we have received a valid purchase order from you.

7) How can I confirm my registration status?

If you have successfully completed the registration process, you will receive a confirmation email that lists your confirmation number. If you have not received this email within 30 minutes of completing the

registration process, please check your SPAM folder. If the email is not there, **please email Charlie Makela at lfvaconfreg@gmail.com**

8) I just completed my registration but I paid the wrong price/misspelled my name/misspelled my title/entered the wrong registration type. What can I do?

You may log back into the site with your confirmation number and modify your registration. If you have questions, please email your confirmation number to **Charlie Makela at lfvaconfreg@gmail.com**

PAYMENT, REFUNDS, SUBSTITUTIONS

9) How should I send a PO to you after I have registered?

You can send your purchase order in one of two ways:

1. Mail your PO to:
Learning Forward Virginia
Attn: Charlie Makela
PO Box 2451
Prince George, VA
2. Email your PO to lfvaconfreg@gmail.com

All purchase orders that you submit should also include a copy of your **registration confirmation email** and/or the **name and organization of each registrant that the PO applies to**. All purchase orders should be made payable to **Learning Forward Virginia**.

10) Who should I make my check/purchase order payable to?

Please make all checks and purchase orders payable **Learning Forward Virginia**.

11) Where do I send my purchase order/check?

You can mail your check or purchase order to:

Learning Forward Virginia
Attn: Charlie Makela
PO Box 2451
Prince George, VA

12) What is the refund policy?

There is no refund if you do not attend. You will be charged the full registration fee. However, you may send a substitute in your place. If you need to send a substitute, please log back in using your confirmation number and select **modify registration** and enter the name of the substitute.

If you need to send a substitute after September 29, please contact Conference Registration.
lfvaconfreg@gmail.com

13) Who do I contact if I have questions about payments and refunds?

Please email Charlie Makela lfvaconfreg@gmail.com

14) Can I substitute my registration for someone else if I am unable to attend?

You may log back into the site with your confirmation number and modify your registration. If you have questions, please email your confirmation number to **Charlie Makela at lfvaconfreg@gmail.com**

MEALS

15) Are breakfast and lunch provided to conference attendees?

Yes, your registration fee includes coffee, light breakfast of fruit and granola bars, lunch and beverage service. Once you submit your registration, an email with the lunch options will be sent to make your selection.

16) What if I have dietary restrictions?

If you have dietary restrictions and did not mention them during the registration process, please send an explanation of your restrictions to Charlie Makela lfvaconfreg@gmail.com. Please remember to include your name and registration confirmation number.

TRAVEL

17) Where is the nearest hotel?

The nearest hotel is the Holiday Inn Express, located at 5030 W Village Green Dr, Midlothian, VA 23112. (804) 744-7303. If you make a reservation, please ask for PBL Conference. **The hotel rate until September 15, 2017 is \$129/night plus tax.**

CERTIFICATE OF ATTENDANCE

18) Can you provide proof that I attended this conference?

All attendees will receive a link to print a Certificate of Completion for the institute that also indicates the recertification hours.

MISCELLANEOUS

19) Do you recommend any reading material for the Institute? Where can I find more resources on this topic?

Please visit www.bie.org for resources and more information on Project Based Learning.