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February 6, 2012

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IMPORTANT AND TIME SENSITIVE!
CHANGES TO NETWORK CONFERENCE
REGISTRATION PROCESS

MCAE appreciates your strong and generous support this past year, which has helped us to meet many of our challenges. Thank you for standing with us.

We are excited about the new Network Conference on March 23.

In addition to a new format and new venue, the registration process has changed.

We want to share these changes with you before the conference brochure is published later this week. We hope that this information will minimize any confusion and answer as many questions as possible in advance.

Please read and share the following information with your colleagues.

Thank you for our cooperation as we implement these changes, and we look forward to seeing you at Network.

ACCEPTABLE METHODS OF PAYMENT

In the past, MCAE had the staff and financial resources to accept purchase orders, invoice attendees and, in some cases, wait many months to receive payment.

However, due to MCAE's changed situation, we were forced to change how we accept payment and are now implementing the same process followed at most other conferences.

- We cannot accept purchase orders.
- We cannot invoice attendees either before or after the event.
- We can accept payment by check, credit card (Mastercard, VISA or Discover) or PayPal (no PayPal account required).
- All conference attendees must pay their registration fee in full before March 19 or when they arrive at the conference.
- A reminder that all registration and payment must be done online.

We apologize for any inconvenience these changes may cause and expect to be able to work out any rough spots that may occur as we implement the new procedures.

MEMBERSHIP DISCOUNTS

There are 3 types of MCAE membership which qualify for a discounted registration fee of \$100 instead of the regular rate of \$150.

- **Leadership Circle Members**
- **Organizational Members**
- **Individual Members**

Leadership Circle Members (\$500)

- Programs or organizations that are currently Leadership Circle Members are entitled to **4 registrations** at the discounted member rate.
- If you are unsure of your organization's membership status, please check the MCAE home page at www.mcae.net for the most up-to-date list.
- If your organization is a Leadership Circle Member, and you are unsure if you are one of the 4 individuals who can register at the member rate, please check with your program director who makes that determination.
- Programs are responsible for paying for any individuals in excess of the 4 discounted registrations allowed.
- If your organization is not now a Leadership Circle Member and would like to join to take advantage of the 4 discounted registrations, please sign up for the Leadership Circle when

registering online for the conference.

Organizational Members (\$200)

- Programs or organizations that are currently Organizational Members are entitled to **1 registration** at the discounted member rate.
- If you are unsure of your organization's membership status, please check the MCAE home page at www.mcae.net for the most up-to-date list.
- If your organization is an **Organizational Member**, and you are unsure if you are the 1 individual who can register at the member rate, please check with your program director who makes that determination.
- Programs are responsible for paying for any individuals in excess of the 1 discounted registration allowed.
- If your organization is not now an Organizational Member and would like to join to take advantage of the 1 discounted registration, please sign up when registering online for the conference.

Individual Members (\$40)

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- All individual memberships must be renewed now during the registration process to receive the discounted member rate for registration.

STUDENTS AND PRESENTERS

Student registration - \$25

Presenters:

- Presenters are entitled to free registration.
- There's a limit of 2 free presenters per workshop.
- Any additional presenters must pay the \$100 discounted member rate for registration.

QUESTIONS

If you have any questions, please email network@mcae.org.

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