

# The Connecticut Council of Language Teachers



## Virtual conference

October 18-22, 2020

### Proficiency: Continuing the Journey



## Registration FAQ

### HOW DO I REGISTER?

Please visit <https://ctcolt.org/events/fall-conference/> to register. Registration is only available online.

### WHAT ARE THE REGISTRATION LEVELS?

- \$25 CT COLT Members (& Materials Access)** - This rate is for CT COLT members and includes access to videos and conference materials through 12/31/20. Members must register using their email on file. \$5 from each registration goes to our Ken Lester Scholarship.
- \$50 Non-CT COLT Members (& Materials Access)** - This rate is for non-CT COLT Members and includes access to videos and conference materials through 12/31/20. As part of the registration process, you will be required to join CT COLT, which will be an additional \$25 beyond this base price of \$25, for a total of \$50. \$5 from each registration goes to our Ken Lester Scholarship. Non-CT COLT members from the NECTFL region will need to join CT COLT to gain access to materials (video recordings and handouts) after the conference.
- \$25 NECTL Region Member Access (No Materials)** - This rate is for teachers who are members of organizations in the NECTFL region and not members of CT COLT. Please note this price does not include access to materials and resources. \$5 from each registration goes to our Ken Lester Scholarship.
- \$0 Presenters (& Materials Access)** - This rate is for presenters and requires a special code. Presenters must register in order to be granted access to videos and conference materials through 12/31/20.
- \$0 Conference Committee (& Materials Access)** - This special rate is for the CT COLT Fall Conference Committee and includes access to videos and conference materials through 12/31/20. In order to register, committee members must be members of CT COLT.

### WHAT IS THE KEN LESTER SUMMER IMMERSION SCHOLARSHIP?

The Kenneth A. Lester Summer Immersion Scholarship is for students in grades pre-K through 12. The scholarship is to help defray the cost of summer language study in an existing approved summer language experience program. The maximum award amount is \$1000, not to exceed the total cost of the language experience. For more information, please visit: <https://ctcolt.org/awards-contests/student-awards/>

### HOW MUCH IS MEMBERSHIP IN CT COLT?

Membership is typically:

- One Year = \$30.00
- Two Years = \$55.00
- Three Years = \$75.00
- Retired teachers (not teaching full time) = \$15.00 (per year)
- Undergraduate / graduate students (not currently teaching) = \$15.00 (per year)

However, for the conference, we are offering a special one-year membership rate of \$25. For membership information, please visit: <https://ctcolt.org/about/membership/>

### WHAT ARE THE PAYMENT OPTIONS?

You can pay online, via credit card or with a PayPal account, or you can request an invoice and pay with a check. **Please note we are accepting checks only from organizations.** Please make checks out to “CT COLT.” **We are not accepting purchase orders.** We are only accepting payment for the conference via check until two weeks before the conference. At that time, we will only accept online payment. If paying by check, please mail your check to:

Jimmy Wildman  
52 Mitchell Drive  
East Hartford, CT 06118

### WHY ARE SOME OF THE REGISTRATION OPTIONS LIGHT GRAY?

When you try to register and some options are “light gray” or “grayed out,” it means that you need to join CT COLT to have access to those registration options. In order to access those other options, you may need to “apply for membership.”

Note: some registration types are only available for members.

**APPLY FOR MEMBERSHIP**

- \* Registration  **#1 \$25 CT COLT Members (& Materials Access) – \$25.00** ⚠️ Only for certain membership levels. [Details](#)  
*This rate is for CT COLT members and includes access to videos and conference materials through 12/31/20. Members must register using their email on file. \$5 from each registration goes to our Ken Lester Scholarship.*
- #2 \$50 Non-CT COLT Members (& Materials Access) – \$25.00** ⚠️ Only for certain membership levels. [Details](#)  
*This rate is for non-CT COLT Members and includes access to videos and conference materials through 12/31/20. As part of the registration process, you will be required to join CT COLT, which will be an additional \$25 beyond this base price of \$25, for a total of \$50. \$5 from each registration goes to our Ken Lester Scholarship. Non-CT COLT members from the NECTFL region will need to join CT COLT to gain access to materials.*
- #3 \$25 NECTFL Region Member Access (No Materials) – \$25.00**  
*This rate is for teachers who are members of organizations in the NECTFL region and not members of CT COLT. Please note this price does not include access to materials and resources. \$5 from each registration goes to our Ken Lester Scholarship.*
- #4 Free Presenters (& Materials Access)**  
📄 (Registration code required)  
*This rate is for presenters and requires a special code. Presenters must register in order to be granted access to videos and conference materials through 12/31/20.*
- #5 Free Conference Committee (& Materials Access)** ⚠️ Only for certain membership levels. [Details](#)  
*This special rate is for the CT COLT Fall Conference Committee and includes access to videos and conference materials through 12/31/20. In order to register, committee members must be members of CT COLT.*

**CANCEL** **BACK** **NEXT**

### CAN I REGISTER OTHER PEOPLE OR A GROUP OF PEOPLE?

You can register each person separately with their email address, requesting an individual invoice for each one. At this time, there is no way to batch register a group of people under one contact. You can reach out to [fallconference@ctcolt.org](mailto:fallconference@ctcolt.org) to request a group invoice.

### CAN I REQUEST AN INVOICE FOR A GROUP?

Yes. Each person who is registered will receive a separate invoice. If you need a group invoice, please contact [fallconference@ctcolt.org](mailto:fallconference@ctcolt.org) who will get an organizational invoice ready for you.

### WHAT IS THE CANCELLATION POLICY?

You can cancel for a full refund up to 3 days before the start of the conference. You can start this process yourself through [your CT COLT account](#) or you can reach out to [fallconference@ctcolt.org](mailto:fallconference@ctcolt.org) with questions. All requests for refunds must be made in writing to CT COLT, no later than three days prior to the conference. No refunds will be made after this date. All refund requests will be subject to a \$25 processing fee and will be made via an organizational check. All check refunds will be processed after the conference; please allow 4 weeks for processing. All substitution requests must be in writing from the original registrant. Such requests are subject to a \$25 processing fee. Membership fees will not be refunded for any reason.

#### WHOM DO I CONTACT WITH QUESTIONS?

Reach out to [fallconference@ctcolt.org](mailto:fallconference@ctcolt.org) with questions.

#### HOW DO I ACCESS AN INVOICE, MY REGISTRATION INFORMATION, OR MY PROFILE?

Please visit [your CT COLT account](#) and login with your CT COLT membership email and password. Your membership login email is the email you shared when joining the organization. This email could be your work email or your personal email. You also should have chosen your password when you joined CT COLT. If you've forgotten your password or have not yet logged into Wild Apricot, please use the "reset password" option. If you are unsure of your CT COLT membership email, please contact [membership@ctcolt.org](mailto:membership@ctcolt.org).

#### WHEN WILL I RECEIVE THE ZOOM LINKS AND PASSWORDS FOR THE CONFERENCE?

The conference committee will email access to the links before the conference. Please be sure to have the latest version of Zoom, and to update your profile display name to have your first and last name.

#### I AM A PRESENTER; HOW DO I RECEIVE MY SPECIAL REGISTRATION CODE?

Presenter information will be emailed to presenters. If you do not receive an email, please contact [fallconference@ctcolt.org](mailto:fallconference@ctcolt.org).