



## SWCOLT 2021 Payment by Purchase Order

### **Registration Fees:**

- Regular registration - \$150
- Full-time Student registration – \$75
  - *If registering as a full-time student, you must NOT be receiving a full-time salary as a teacher.*
- Presenter - \$100
  - *One presenter per session may register at this reduced rate.*
- Exhibitor
  - *Payment should be made via your company's EXHIBITOR REGISTRATION.*

### **IF YOU WILL REGISTERING WITH A PURCHASE ORDER, PLEASE READ CAREFULLY:**

- Before registering for the conference, you must obtain a Purchase Order number and a copy of the Purchase Order. This information is generally available from the person who writes checks for your educational institution.
- Your educational institution will need the SWCOLT Federal Tax ID # (88-0206581) and a copy of the SWCOLT W-9 for your school. [Click here for a copy of the SWCOLT W-9.](#)
- Once you have secured a Purchase Order, which is a promise to pay SWCOLT for your conference attendance, go to [www.swcolt.org](http://www.swcolt.org) to register for the conference.
- During the SWCOLT Conference 2021 registration process, you will be required to provide the following information:
  - Purchase Order number
  - Name of the Institution that will be paying for your conference attendance
  - Address of the Institution that will be paying for your conference attendance
  - Name of the responsible party at your educational institution (Usually the person who writes checks for your school.)
- When registering for the conference, use one of the following special coupon code **SWCOLTPO**.
- After you have completed your registration for the conference at [www.swcolt.org](http://www.swcolt.org), scan and email a copy of your Purchase Order to Jocelyn Raught, SWCOLT Executive Director at [jraught@swcolt.org](mailto:jraught@swcolt.org) OR mail the Purchase Order to:  
SWCOLT  
14675 N. 90th Lane  
Peoria, AZ 85381
- When you have finished registering for the conference, print a copy of your registration for your educational institution.

If you have questions, please contact Jocelyn Raught at [jraught@swcolt.org](mailto:jraught@swcolt.org).

We look forward to welcoming you to our first SWCOLT Virtual Conference!!