

## New Conference Registration Process

---

Effective immediately, the South Carolina School Boards Association (SCSBA) will now require attendees to register for conferences **PRIOR TO** securing lodging associated with the event. The registration fee is non-refundable but is transferrable to **ANYONE** in the attendee's district or organization. The change is necessary to address the monetary loss to the association when the block of hotel rooms reserved for the conference are not filled. These are typically rooms reserved by school districts or organizations for attendees but cancelled at the last minute and cannot be filled by attendees who have already reserved rooms in overflow hotels.

For each conference, SCSBA negotiates terms for the room block which must be met. This means hundreds of rooms are held by the hotel and available at a lower rate prior to each conference with the promise of the Association filling them. Last-minute cancellations result in SCSBA accepting responsibility for payment on behalf of attendees, which lessens our ability to secure accommodations needed for each conference.

Under the new process, **NO ONE** will have access to the room block until they have first registered for the event.