



MNPS Group Registration Guidelines

This process is reserved solely for group registrations by Metro Nashville Public Schools.

ABOUT THE CONFERENCE

The tenth annual Music City Social Emotional Learning Conference will be held June 25-26, 2020 at Cane Ridge High School. MNPS faculty and staff are invited to participate at the special rate of \$49 per registration. The optional full-day Pre-Conference Learning Institute will be held on June 24th from 9:00am to 4:00pm at Cane Ridge and is an additional \$129 fee and is limited to 100 registrants.

REGISTRATION PROCESS:

1. Designate one individual from your school or department to serve as the primary point of contact regarding registration, billing, and any emergency events (this may be a department or building leader, administrative staff, bookkeeper, or another designee).
2. Collect the following information for each member of the group who will be attending and add it to the template spreadsheet available at alignmentnashville.org/selconference/mnps:
 - a. *First & Last Name, Mobile Number, Email, Title, Dietary Needs, Accessibility Needs*
3. Simultaneously follow your normal process for Purchase Orders. You must include a Purchase Order number on the group registration spreadsheet.
4. Once all required information has been collected, send the registration spreadsheet to justin@alignmentnashville.org. The primary point of contact will receive an invoice within 5 business days and each participant will begin receiving individual registration emails.

IMPORTANT DATES & GUIDANCE:

All registrations must be received no later than **May 7, 2020 at 5:00pm**. Registrations may be cancelled until May 7, 2020 with no penalty. Cancellations made past this date will still be due in full.

Substitutions may be made by emailing justin@alignmentnashville.org with the name of the individual who can no longer attend and the complete information of the substitute. Substitutions must be made and confirmed no later than June 11, 2020 at 5:00pm.

Registrations are not guaranteed until payment is secured. Immediate payment is required to reserve a block of registrations without confirmed, final participant information.

Please contact justin@alignmentnashville.org for assistance.

www.selconference.org