



SWCOLT

**PURCHASE ORDER REQUEST FORM**  
**SWCOLT/UFLA 2023**  
February 23-25, 2023 – Salt Lake City Marriott Downtown @ City Creek

Conference schedule and complete conference information available online at [www.swcolt.org](http://www.swcolt.org).

**Do not mail or email this form. You must register via our online registration form.**

<b>Registration &amp; payment options:</b>	<ul style="list-style-type: none"> <li>• <b>Credit card:</b> Register at <a href="http://www.swcolt.org">www.swcolt.org</a>.</li> <li>• <b>P.O.:</b> Register and upload PDF of PO at <a href="http://www.swcolt.org">www.swcolt.org</a>. School POs will be invoiced and may be paid by check or with credit card.</li> <li>• <b>Check:</b> Payable to SWCOLT Mail to Jocelyn Raught, Executive Director – 14675 N. 90<sup>th</sup> Lane, Peoria, AZ 85381</li> </ul>
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**Use this form ONLY if your school requires a registration form to request a Purchase Order. Once you have a Purchase Order, you may register via the online registration form and upload your PO there.**

Full Name: \_\_\_\_\_ Check here if first time attendee:

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ Preferred email: \* \_\_\_\_\_

School Affiliation: \_\_\_\_\_

Assignment: (Circle) Teacher/Professor Administrator Department Chair Student Other

School address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Language/s Taught: \_\_\_\_\_

Level/s Taught (Circle): Elementary Middle Secondary Post-secondary

**Registration Fees:**

➤ Early Bird Rate (through Nov. 30)	<b>\$225</b> (includes Member Reception/Luncheon/SWCOLT 2023 Membership/all sessions)
<i>NOTE: Presenters who register after Nov. 30 must pay the Regular Rate.</i>	
➤ Regular Registration (Dec. 1-Feb. 13)	<b>\$275</b> (includes Member Reception/Luncheon/SWCOLT 2023 Membership/all sessions)
➤ Late Registration (opens Feb. 14)	<b>\$300</b> (includes Member Reception/Luncheon/SWCOLT 2023 Membership/all sessions)
➤ Full Time Student Registration	<b>\$125</b> (includes Member Reception/Luncheon/SWCOLT 2023 Membership/all sessions)
➤ DLI Full Day Pre-conference Workshop	<b>\$135</b> (includes lunch & transportation to schools)
➤ ONE Half Day Pre-conference Workshop	<b>\$55</b>
➤ TWO Half Day Pre-conference Workshops	<b>\$110</b>

**Payment:**

1. Circle the appropriate conference registration fee (above) and enter the amount here:

2. If you selected any Thursday Pre-conference workshops, enter fee/s here:


**NO REFUNDS after February 1, 2023.** Enter subtotal here:

**See detailed cancelation policy at [www.swcolt.org](http://www.swcolt.org).** Enter total fees here:

**\*Email:** All communications regarding registration will be by email. A valid email address *for the person actually attending the conference* is required.  
NOTE: In registering, you give SWCOLT permission to use images of you taken during the conference.