Attendee Information & Lodging

REGISTRANT INFORMATION

Full Name

Job Title

School District / Organization

Mailing Address

City

State

ZIP Code

Personal Email

Work Email

Preferred Phone

Years in SCAEOP

CEOE Designation

CONFERENCE PARTICIPATION

First SCAEOP Annual Conference

Willing to mentor a first-time attendee

Receiving PSP / CEOE / CESE recognition at the Awards Luncheon

Affiliate Membership (if applicable)

HOTEL RESERVATIONS | CONFIRM BY JANUARY 21, 2027

Online booking: https://www.hilton.com/SCAEOP
Phone: (800) 876-0010 | Identify yourself as an SCAEOP conference attendee.
Option 1: Kingston Plantation Condos - group code AOF
Option 2: Embassy Suites Myrtle Beach Resort - group code AOE

Hotel reservations and conference registration are separate transactions.

IMPORTANT DEADLINES

JAN 21	**Hotel reservation deadline**
JAN 22	**Full-refund request deadline**
JAN 27	**FINAL substitution deadline - no exceptions**

Complete all applicable fields, then save, print, and mail with your payment.

Registration, Meals & Guest Selections

REGISTRATION FEES | SELECT ONE CATEGORY AND PERIOD

CATEGORY	EARLY BIRD Oct 19-Nov 20	REGULAR Nov 21-Dec 31	LATE Jan 1-31
Member	◯ $350	◯ $370	◯ $400
Nonmember	◯ $375	◯ $390	◯ $435
Retiree	◯ $275	◯ $295	◯ $325

SELECT YOUR REGISTRATION CATEGORY AND PERIOD: Choose one registration rate

MEAL PREFERENCES & DIETARY ACCOMMODATIONS

Installation Banquet Meal (choose one):

Choose one meal option from the dropdown: Select a banquet meal

Dietary Restrictions / Allergies

GUEST / SPOUSE REGISTRATION

Additional Awards Luncheon guests: $75 each | Additional Installation Banquet guests: $75 each

Guest 1 Name

Luncheon Banquet

Chicken Pork

Guest 2 Name

Luncheon Banquet

Chicken Pork

Guest 3 Name

Luncheon Banquet

Chicken Pork

REGISTRATION FEE SUMMARY

Fee fields are editable: enter your selected registration rate and guest fees ($75 per guest event).

Selected Registration Fee ($) | **Luncheon Guest Quantity** | **Banquet Guest Quantity**

Guest Fees ($75 per event attendance) | **TOTAL AMOUNT ENCLOSED ($)**

Guest fees = $75 × luncheon guest count + $75 × banquet guest count.

Total amount = selected registration fee + guest fees. Verify calculations before mailing.

Fillable fields are provided for convenience; totals are manually entered.

Payment, Policies & SCAEOP Office Use

PAYMENT & MAILING INSTRUCTIONS

Check / Money Order enclosed (payable to SCAEOP)

Purchase Order attached (payment due two weeks before conference)

Mail the completed, printed registration packet and payment to:
SCAEOP | ATTN: ANNUAL CONFERENCE
4611 Hardscrabble Road, Suite 109, PMB-3 | Columbia, SC 29229

Annual Conference Committee: scaeopannualconference@gmail.com

CANCELLATION & REFUND POLICY

Submit all cancellation and refund requests in writing to the Annual Conference Committee.
By January 22, 2027: 100% of registration fees refunded, less a $25 administrative fee.
January 23-February 10, 2027: 50% of registration fees refunded, less a $25 administrative fee.
February 11, 2027 onward: No refund, except documented medical emergencies or death involving the registrant or immediate family, subject to SCAEOP review and approval.
Submit exception requests by March 12, 2027. Approval is not guaranteed.
No refunds will be issued for no-shows, unused meals, or missed conference activities.
Approved refunds will be returned to the original payer whenever practicable.

SUBSTITUTION POLICY | HARD DEADLINE: JANUARY 27, 2027

A registrant may substitute another individual at no additional substitution fee.
Submit written substitution requests to the Annual Conference Committee by January 27, 2027.
Provide both attendees' names and the substitute's organization, email, phone, and dietary needs.
Any applicable member/nonmember registration fee difference must be paid.
No substitutions will be accepted after January 27, 2027.
Registration fees are not transferable to a future conference.

BEFORE YOU MAIL - REGISTRANT CHECKLIST

I verified attendee, meal, guest, and payment information.

I printed all three pages and enclosed payment or purchase order.

FOR SCAEOP OFFICE USE ONLY

Date Received **Amount Received ($)** **Check / PO Number**

Verified By **Confirmation Sent (Date)**

Hotel bookings are separate and subject to the hotel's own cancellation policies.