



MSAA Policies and Discounts

MSAA Workshop Registration Policies

Confirmation: When you submit your online registration, you will get an automated email confirming your submission. When your registration is processed, you will receive an email confirming registration, usually within three days. This registration confirmation email is your proof of registration. If you do not receive a registration confirmation email, please call or email the workshop contact listed on the flyer.

Umbrella: Teachers and other non-administrators may register at the member rate if the principal from their building is an MSAA Member.

Inclement Weather: If the weather is uncertain, please check the website at www.msaa.net after 6:15 a.m. on the morning of the workshop or call the MSAA front desk at (508) 541-7997 for updates.

Cancellation: Cancellations received in writing (via email) at least 72 hours before the workshop will be honored. If you do not cancel within this timeframe, and do not attend, you are responsible for full payment. Please follow us on Twitter @MSAA_33 for important announcements.

MSAA Payment/Purchase Order Policy: We require payment or purchase order by the day of the workshop. If you wish to register before your purchase order has been processed, please write "pending" in the Purchase Order field (it will not go through with a blank space). Then, forward your purchase order to MSAA as soon as possible or bring it with you on the day of your workshop.

MSAA Member Discounts

Group Discount: Schools submitting three or more registrations for the same workshop at the same time qualify for a discount of \$20 per person per workshop.

Early Bird Discount: We offer an Early Bird Discount of 10% if we receive your registration at least one month prior to the workshop date.

If you qualify for both discounts, please calculate the Group Discount first, then the Early Bird.

<http://www.msaa.net>

LEADERSHIP MATTERS

MSAA | 33 Forge Pkwy | Franklin, MA 02038 | 508-541-7997

