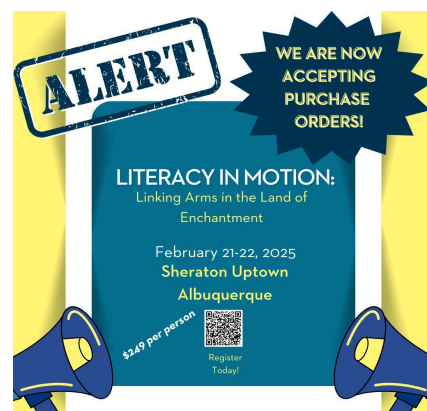


## Instructions for Submitting a Purchase Order for Conference Registration

If you plan to register for the Literacy in Motion 2025 Conference using a purchase order, please review these instructions carefully:



### Individuals:

- Email [amystanton@maycenter.org](mailto:amystanton@maycenter.org) to receive an estimate that can be used to submit/generate a purchase order.
- Once we have received the purchase order, you will receive an invoice with a **registration code** to be used on the conference registration page. Scroll to the bottom of the page and click on Registration. <https://southwestida.org/annual-conference/>
- You are not registered for the conference until you complete the registration form with your registration code and receive a confirmation email.

### Group registration:

- The person who is in charge of generating Purchase Orders will email [amystanton@maycenter.org](mailto:amystanton@maycenter.org) with a list of the names of the registrants, along with their email addresses and a copy of the purchase order.
- If you need an estimate to generate a purchase order, please email [amystanton@maycenter.org](mailto:amystanton@maycenter.org).
- Once we have received the purchase order and list of attendees with email addresses, we will email an invoice including a registration code.
- Please use this code to register all attendees, or share the code with attendees so that they may register themselves.
- Individuals will not be registered until they complete registration here: <https://southwestida.org/annual-conference/> and receive a confirmation email.

### Remittance:

- After the conference, payment of the purchase order/invoice will be due within 30 days of service.
- Once a registrant is registered, purchase orders/invoices must be paid in full, even if the registrant doesn't actually attend.

### Please note the following:

- The approved vendor of record for this event is the **Southwest Branch of the International Dyslexia Association (SWIDA)**.
- Ensure the PO includes the following details:
  - School/District Name

- Contact Person (Name, Email, Phone number)
- Billing Address

**Cancellation Policy:**

All cancellations must be in writing via email to [amystanton@maycenter.org](mailto:amystanton@maycenter.org) by Feb. 1, 2025. SWIDA will refund registration fees, less a \$35 cancellation fee. Refunds will be processed within 12 weeks after the conference. \*\*\*If you cancel any time after Feb. 1, 2025, we cannot refund your fees, in whole or in part. We are committed to offering high-quality outreach events. Thank you for adhering to this policy.