

LONG + LIVE + MATH

The National Institute

July 2021

CONVERSION, SUBSTITUTION AND CANCELLATION POLICY

Carnegie Learning, Inc. is closely monitoring government recommendations regarding COVID19, and will make every effort to ensure the safety of all attendees to LONG + LIVE + MATH: The National Institute. We recognize that the situation is fluid and that circumstances may arise which require schools or districts to make changes to their attendance plans, including conversion of attendance (changing from onsite to virtual registration or vice versa). Conversions will not be accepted after May 3, 2021.

Conversions

A conversion is our term for changing registration from Onsite to Virtual, or vice versa.

- In the event that the school or district decides to switch registered onsite attendees to virtual attendance or visa versa, conversions may be made using the following conversion rates:
 - **Converting Onsite Seats to Virtual Seats**
 - **General Attendees (GEN) = 2:1 conversion**
Every 1 onsite GEN seat converts to 2 virtual GEN seats.
 - **Advanced Educator (AEW) attendees = 3:1 conversion**
Every 1 onsite AEW seat converts to 3 virtual GEN seats.
**AEW is only offered as an onsite option. All onsite AEW seats convert to virtual GEN seats.*
 - **Converting Virtual Seats to Onsite Seats**
 - **General Attendees (GEN) = 1:2 conversion**
Every 2 virtual GEN seats convert to 1 onsite GEN seat.
 - **Advanced Educator (AEW) attendees = 1:3 conversion**
Every 3 virtual GEN seats converts to 1 onsite AEW seat.
- All conversions must be completed/confirmed by May 3rd, 2021 to avoid potential penalties.

Substitution or Cancellation

Carnegie Learning, Inc. understands that circumstances may arise which require a substitution or cancellation of a participant's registration. There is no charge for any changes submitted prior to May 3rd, 2021. However, if a substitution or cancellation is submitted after May 3rd, 2021, penalties will be applied as follows:

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SUBSTITUTIONS

Replacing an attendee

- A substitute attendee will take the place of the confirmed attendee for the conference, and will attend in the originally selected format.
- Carnegie Learning, Inc. may assess, at its sole discretion, a \$50.00 administration fee to make the change.
- For onsite attendance, if travel has already been booked for the original attendee, the school entity **will be required** to absorb the cost of the new airline ticket purchase for the replacement attendee.

CANCELLATIONS

1. Cancellation without a replacement attendee

- Confirmed attendee's registration is canceled.
- If your school or district has not previously held over your purchased TNI seats, you may elect to transfer your paid seats to the next consecutive year's event (provided that no travel bookings have occurred, where applicable).
- In the event that travel has been booked for the canceled attendee, Carnegie Learning, Inc. may assess, at its sole discretion, a penalty equal to half of the inclusive registration purchase, or the full amount of booked travel (airfare + hotel), whichever is greater.
- For attendees using purchased PD days for payment, Carnegie Learning, Inc. may assess, at its sole discretion, a penalty equal to one full PD day per attendee canceled.

2. Cancellation after May 3, 2021

- Confirmed attendee's registration is canceled.
- Refund will not be issued after May 3, 2021; however, you may elect to substitute another attendee for the canceled attendee with the above stipulations (see "Substitution").
- If you have not previously held over your purchased TNI seats, you may elect to transfer your paid, registered seats to the next consecutive year's event provided that no travel bookings have occurred. (see Cancellation #1).

3. Flight Changes

- Each individual will have 24 hours to make flight changes once their flight confirmation is sent. Any changes requested after the 24-hour grace period has elapsed will incur additional fees, which will become the responsibility of the participant.
- Carnegie Learning books all seats as economy/coach class seats. Individuals requesting changes or upgrades based on personal preferences should be prepared to pay any fees associated with those change requests.