

Registration Instructions

1. In order to pre-register you must mail or fax a registration form to the fax number or address listed on the registration form. You may also email a completed form to registration@cmeaonline.org. Payment must accompany your registration form. Registration forms without proper payment will not be processed. Payment may be made by Check, Discover, Mastercard or Visa.
2. To register as a CMEA/MENC member your membership must be active through 1/31/10. If your membership expires before this date you must include the cost of membership with your registration form. To check on the status of your membership you may contact MENC at 1-800-828-0229. You may also renew your membership directly with MENC (please bring a printed confirmation to the conference or include this with your registration). If your membership expires after 2/1/09 but before 4/30/10 you must renew your membership with CMEA. Your membership renewal will be forwarded to MENC on the 25th of the month of your expiration month for the months of February, March, April, and May. January memberships will be sent during the month of February. Members expiring prior to the month of January will be forwarded to MENC in batches beginning at the end of the month in February. New memberships will be forward to MENC during the month of March. If you pay your membership to CMEA and it expires after 5/31/10 you need to contact CMEA for a refund of this money. CMEA will not forward this money to MENC as membership dues amounts change on June 1 of each year.
3. Complete one registration form for each person attending (please complete all sections).
4. Only immediate family members can be registered as guests. Immediate family members are defined as a non-music teacher spouse, significant other, partner, or child over the age of 18.
5. Checks should be made payable to CMEA for the complete amount. VISA, MasterCard or Discover are also accepted. NO school purchase orders will be accepted without the accompanying check or purchasing card. Faxed forms MUST include a credit card or they will not be processed.
6. All registration forms must be mailed or postmarked for pre-registration not later than 12:00 pm on December 30, 2009. This allows time to process your registration and send confirmation prior to the conference.

***IMPORTANT: Registrations post marked or fax stamped after this time
WILL BE RETURNED TO THE SENDER***

7. A registration confirmation letter will be mailed to the address on file by January 15, 2010. Do **not** call the CMEA phone to see if your registration has arrived, as we do not have the staff to assist with these calls and this process delays the timely registration of others. If you do not have a confirmation letter by January 20 you may e-mail the state office at office@cmeaonline.org. An official receipt for registration will be contained in the registration packet at registration. CMEA does not have the staff or resources to honor requests for receipts prior to this time. If immediate credit card receipts are required for accounting it is requested that you pay by check rather than credit card.
8. There will be no refund for no-shows. Registration is non-transferable. CMEA requires written notice of a cancellation, which must be mailed to William Kohut, PO Box 18770, Denver, CO 80218. If you cancellation notice is post-marked:
 - On or before December 31, 2009 you will receive a refund minus a \$25.00 processing fee.
 - On or after January 1, 2010 you will NOT receive a refund.