

FAQs on 2024 Changes to ATPE Summit Registration and Delegate Certification

1. What is changing this year in terms of a local unit or region president's summit responsibilities?

To make it easier for more ATPE members to attend the summit, we are splitting the registration and delegate certification processes into two separate processes:

- All attendees, regardless of delegate status, will be required to individually **register** themselves. They may either pay their balance via credit card, select pay by check to mail a check to the ATPE state office, or choose to be invoiced if they wish to pay later or if they know their local unit or region will be covering some or all of their expenses.
- Local unit and region presidents will receive an email with a link to the **delegate certification** system. Per the ATPE State Bylaws, only local unit and region presidents may certify local unit and region delegates for the annual House of Delegates meeting. You will need to make sure all of the delegates you certify are registered for the summit as either full-member attendees or HOD-only attendees.

2. Why is this change being made?

The goal is to make it easier to register for and attend the summit. After all, we know that once a member attends the summit, they generally want to get involved in other ways! If someone does not personally know their local unit or region president, requiring them to track down that person to request to be registered adds a barrier to attendance. We want to mirror other conferences and encourage member participation.

This change also makes it easier for members to sign up for optional events during the summit, such as the welcome reception. Presidents often do not know which of their members want to attend add-on events that have an additional cost. In addition, these add-on events are often covered by individuals, and it will be easier for individuals to pay for their own add-on tickets using this system.

3. Is it necessary for members to register themselves to attend the summit *before* they can be certified as delegates?

No. The order in which an attendee is registered/certified as a delegate will not matter as long as both processes occur by the June 7 registration/delegate certification deadline. Local unit and region presidents should ensure the delegates they certify also register themselves to attend the summit. If a member certified as a delegate has not yet registered as an attendee, they will need to register themselves by **June 7**.

4. How and when will I know which members from my local unit have registered for the summit?

The state office will share a registration report each Tuesday and Friday afternoon while summit registration is open. This report will be posted in Leader Central so you may review who has registered.

5. Under the new system, do I have to certify all of my local unit or region delegates at one time? Can changes be made?

No, you may make changes up until the June 7 deadline by logging back in to the certification portal using your email link. Before June 7, you will be able to add delegates, as well as cancel the certification of member(s) who are no longer able to attend and then certify other member(s) who will be able to attend. If it is after the June 7 deadline, you will need to make a written request to summit@atpe.org and include the following information: name(s) of those who cannot attend and name(s) of the member(s) you would like to register in their place. The request must be approved by the ATPE State Secretary. The deadline to submit substitution requests is July 2.

6. Can the local unit or region still follow its selection process for delegates even though members are registering individually?

Yes, a local unit can follow its normal process for selecting delegates. As a reminder, it is a best practice for delegates to be elected at a local unit meeting. Presidents should always consult their local unit or region bylaws to follow any specific requirements for selecting delegates.

7. Who will let members know they have not been selected as a delegate?

Once the delegate certification deadline has passed, the state office will notify members who have registered and indicated they would like to be a delegate but were not selected by their local unit or region.

8. Are local units and regions required to pay summit-related travel expenses for individuals who register for the summit, even if they are not delegates?

No, there are no state requirements for local units or regions to cover members' costs associated with attending the summit. Each local unit and region has its own budgetary considerations and processes for summit-related payments or reimbursements. Some local units or regions may cover or contribute toward costs such as registration fees, hotels, mileage, or meals for their members attending the summit. Some may cover costs only for those who are certified as delegates. All of these determinations will still be made at the local unit or region level. The improvements to our registration system will make it easier for local units and regions to make payments on behalf of their members for registration fees should they choose to do so, but decisions about how much and for whom to pay is up to the local unit or region.

In determining how to allocate available financial assistance, we encourage you to consider allocating the assistance in a manner that is equitable and allows as many members as possible to attend the ATPE Summit. Additionally, local units and regions should take into account whether an individual has received a summit scholarship or is eligible for a registration fee waiver.

9. Will local unit and region leaders receive notification regarding which members in their local unit/region receive individual scholarships?

Yes. Individual scholarship recipients will be announced in statewide communications, and we encourage you to celebrate those local unit and region members who receive scholarships! This is an exciting new program.

10. How will I pay my local unit's or region's invoice?

We will include these instructions with the delegate certification instructions presidents will receive when registration and delegate certification open in late April. In addition, we recommend using a reimbursement system as a best practice (i.e., an individual pays their own registration fees and then submits a request for reimbursement to the local unit or region as appropriate).