



**Conference Attendance Application**

Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_ Teaching level \_\_\_\_\_

City & Zip \_\_\_\_\_ Home phone \_\_\_\_\_

Title of Conference \_\_\_\_\_

Date(s) of conference \_\_\_\_\_

Conference location \_\_\_\_\_

Requesting registration money from AEA? \_\_\_\_\_ Cost \_\_\_\_\_

Estimate of other expenses: \_\_\_\_\_

\_\_\_\_\_

If approved, you are responsible to pay your expenses and AEA will reimburse you after your conference attendance. You must provide receipts to be reimbursed. Please use the AEA reimbursement form (available on line).

Reason for attending this conference:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you need a release from school? \_\_\_\_\_ What date(s)? \_\_\_\_\_

If AEA approves your attendance at this conference, please plan to present a short verbal, or printed report about the conference to AEA's Representative Council or the AEA Executive Board members.

This application must be returned to the AEA office by pony or mail, at least three (3) weeks before the requested conference is to be held.