



2024 Annual Conference Frequently Asked Questions (FAQs)

What, when & where is the 2024 Annual Conference?

[ISACS 2024 Annual Conference](#) is a two-day conference, which will be held at the Hyatt Regency St. Louis At the Arch on Thursday, November 7 - Friday, November 8.

Where is the hotel accommodation?

ISACS has secured a discounted room rate at the Hyatt Regency St. Louis at the Arch at \$175/night plus tax for single or double occupancy. The rate includes complimentary Wi-Fi and access to the gym. To make a reservation, please call (888) 591-1234 or (314) 655-1234 and use the Group Code "ISACS" for the discounted rate. To reserve your room online, use the following: [ISACS 2024 Annual Conference Booking Link](#). The rate is valid until Monday, October 14, 2024, at midnight central time or until the room block reaches capacity. Reservations must be cancelled by 11:59 pm central, two days prior to arrival. **Please make your hotel reservations early!**

What is the daily schedule for the 2024 Annual Conference?

Sessions begin at 9:00 am and end at 4:15 pm Central each day.

What is the registration fee for attendees from an ISACS member school?

Registration is available for single day (either Thursday or Friday) or both days of the conference and must be selected during the online registration process. Registration fees for attendees from member schools are as follows:

- Two-day registration: \$320 per person.
- One-day registration: \$195 per person.

There are no group discounts. Non-members can attend for an additional fee.

Are meals included in the registration fee?

The registration fee includes a banquet lunch offered daily from 11:45 am - 1:15 pm. There will be additional coffee & food items available for purchase at the Hyatt.

What is the ISACS Deep Dive?

The 2024 Annual Conference includes the opportunity to attend an extended workshop within the Annual Conference schedule on Thursday, November 7. During online registration, select T-01 (9 - 11:45 am) and T-40 (1:30 - 2:45 pm) to attend the Deep Dive sessions. **View additional [ISACS Deep Dive details here](#).**

Is there an additional fee to participate in the ISACS Deep Dive?

Participation in the ISACS Deep Dive is included in your Thursday Annual Conference registration fee.

Is Trustee Day being offered this year?

ISACS is not offering a Trustee Day this year. However, we encourage your school to register for the [2024-25 Trustee Series](#), 11 one-hour webinars for your trustees and head of school.

How do I (or others from my school) register for the 2024 Annual Conference?

- **Each person must register individually for the 2024 Annual Conference. There is no group registration or registration on behalf of someone.**
- Each person who plans to attend will need to log in/sign up/create an account in the [ISACS Member Portal](#) using their school email address and password. [View instructions on how to log in/sign up/create an account.](#)
- Sessions and luncheon(s) attendance need to be selected during the online registration process. This ensures a positive experience for all attendees.

What should I do if I have a question regarding the ISACS Member Portal?

If you have any questions or issues with the ISACS Member Portal, please visit the [ISACS Member Portal Assistance webpage](#) before contacting ISACS staff.

What if 10 or more people from my school are attending the Annual Conference?

We HIGHLY RECOMMEND that you email programinfo@isacs.org to ensure that everyone from your school is registered.

For schools closing for one or two days:

Please email programinfo@isacs.org to identify a representative from your school to work directly with the ISACS staff so that everyone from your school is properly registered.

How do I pay for the registration fee?

During online registration, ISACS has disabled the option to pay by credit card. Registrants will be prompted to select **"Bill My School."** If others from your school are registering, your school can make one payment by check, ACH, or credit card. ISACS prefers payments via a check or ACH, if possible, to avoid credit card fees.

Registrants are responsible for forwarding the invoice to their school for payment. ISACS will send a follow-up invoice if payment is not received within 30 days of any registration.

What if my school is planning to use public Title Funds to pay for registrations?

Make sure each person completes their online registration and selects **"Bill My School"** during the payment option to secure a space at the conference. Please have a representative email programinfo@isacs.org to confirm that payment will be coming from a public school district.

How will our school learn about the content of the 2024 Annual Conference registration details?

ISACS will email school representatives (i.e., the head of school, division heads, ISACS Lead Learners, diversity directors, deans, department chairs, directors of professional development/learning, etc.) in late August/early September 2024 notifying them when registration is open. This communication will include a digital 2024 Annual Conference brochure.

The conference brochure will be posted on the [2024 Annual Conference Event Webpage](#) to share with your school. Check the event page periodically for updated information.

Once I register for the 2024 Annual Conference will I receive a confirmation email?

Registrants will receive several emails:

- A confirmation email will be sent to each registrant at the completion of the registration.
- Approximately one week prior to the Annual Conference, ISACS will send a FINAL confirmation email to each registrant with additional conference details and the registrant's pre-registered sessions including room locations.

***Please bring the FINAL confirmation email with your list of pre-registered sessions and room locations to the Conference. ISACS DOES NOT PROVIDE REGISTRANTS WITH A LIST OF THEIR PRE-REGISTERED SESSIONS ON-SITE.*

How do I access details related to the 2024 Annual Conference?

Once registered, the [2024 Annual Conference Microsite](#) is your source for the ISACS Annual Conference! You can find up-to-the-minute information including the conference brochure, schedule at-a-glance, conference planner, etc. Approximately one week prior to the Conference, meeting room locations, maps, and additional conference details will be posted to the Microsite. Make sure to have your ISACS Member Portal password to access the Microsite on your portable device (phone, tablet, etc.) during the conference. **NOTE:** ISACS no longer provides an on-site conference packet, or a conference app. Attendees should use the Microsite.

Are there exhibitors at the 2024 Annual Conference?

Yes, ISACS will have a variety of exhibitors at the Annual Conference. The Exhibitor Area is officially open during the following times, with appropriate lunch breaks:

- Thursday, November 7: 8:30 am – Noon & 1:00 – 4:30 pm Central
- Friday, November 8: 8:30 am – Noon & 1:00 – 3:00 pm Central

*Back by Popular Demand: The ISACS Exhibitor Passport Game! Visit exhibitors and qualify for a chance to win a **FREE iPad Each Day!** More details forthcoming.*

Will there be a book seller on-site?

Left Bank Books, a local St. Louis book seller will be on-site to sell books of interest and by authored presenters. We will schedule book signings throughout the conference. A book signing schedule will be available on the [2024 Annual Conference Microsite](#).

Traveling from out of town? Consider making a site visit to a local ISACS school on Nov. 6.

Arrive a day early and visit independent schools in the St. Louis area on Wednesday, November 6. [View the current list of local ISACS schools](#) interested in hosting visitors. Please contact the schools directly to schedule site visits.

What if I register for the 2024 Annual Conference and I am unable to attend?

Cancellations for the Annual Conference must be received in writing to ISACS by emailing programinfo@isacs.org before Wednesday, October 16 to receive a refund. ISACS will determine the refund amount, if any, at the conclusion of the Annual Conference. Cancellations received after Wednesday, October 16 will not receive a refund. Registrations can be transferred to other members from the same school. *If you are experiencing any Covid-19 related symptoms, please stay home.*

If you have additional questions, please contact programinfo@isacs.org