

Instructions for Sponsors

IJCL-North Convention February 16-18, 2017

The Westin Chicago Northwest
400 Park Blvd. Itasca, IL 60143

Registration

Convention registrations must be postmarked by **January 16, 2017**
Late Registrations will be accepted if received by **January 23, 2017**
(Late Registrations must include an additional \$20.00 per delegate)

Substitutions for students of the same gender may be made until **January 23, 2017**

No Refunds will be given after January 23, 2017

Cost of Convention

Students staying both nights	\$195.00
Students staying one night only	\$155.00
Students not staying in hotel	\$110.00

Arrival at Convention

Registration **4pm-7pm** First General Assembly **7pm**

Registration Forms

Students must complete the following three forms

- Student Registration Form (should be copied on back side of medical form)
- Medical Form (should be copied on back side of student registration form)
- Contest Form

All Adults must complete the following two forms

- Adult Registration (should be copied on back side of medical form)
- Medical Form (should be copied on back side of adult registration form)

All Sponsors must complete the following forms

- Schosol Registration
- Rooming List
- Art Registration (this form will also be available at the convention)

Checks should be made out to: **IJCL-North**

(Please consolidate your school's registration into as few checks as possible)

Mail Complete Registration Packets to: **Will Nifong**
Northside College Prep. H.S.
5501 N. Kedzie Ave.
Chicago, IL 60625

N.B. All sponsors are kindly asked to submit scanned registration forms and near-final numbers of student delegates and adults VIA EMAIL (wnifong@cps.edu) as soon as possible (i.e., well in advance of the Jan. 16 deadline for mailing completed forms and payment). Please do not wait for your school's check to email registration numbers.

Questions regarding *convention registration* email: wnifong@cps.edu