



Frequently Asked Questions

2022 IDEA Conference Registration and Lodging

Table of Contents

Section 1: Conference Registration	2
Can I register without a Purchase Order (PO) number?.....	2
How do I reserve slots for the conference if I cannot get a Purchase Order until after July 1?	2
What information needs to be on a valid Purchase Order?	2
What is the billing contact / mailing address for the conference?	2
When will I be billed? / Can invoices be delayed until after July 1?.....	2
Will you offer bulk registration?.....	2
Bulk Registration Tips.....	3
How do I reserve a slot for the conference if I do not have an employee hired at this time?.....	3
I work for a state agency. What pay option do I select if I want to pay with an interagency transfer?	4
Can I register for the conference with a credit card?	4
Section 2: Lodging Reservations	4
How do I reserve a hotel room for the conference rate?	4
How do I pay for hotel room(s) with a Purchase Order (PO)?	5
What is the difference between using a debit card or a credit card upon arrival?.....	5
What is the deadline for cancelling my hotel reservation?	5
Will there be a charge for guestroom Internet?	5



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Section 1: Conference Registration

Can I register without a Purchase Order (PO) number?

No. You must include a valid PO with each registration. Please read the instructions under “How do I reserve slots ...”.

How do I reserve slots for the conference if I cannot get a Purchase Order until after July 1?

We understand that some districts and agencies will not be able to create POs until after July 1. [Complete the Save My Seat Form](#) then contact the IDEA Conference Committee at IDEAConference@azed.gov to have a bulk enrollment form sent to you.

Email a copy of the valid PO and the completed Bulk Enrollment form to IDEAConference@azed.gov no later than **July 22, 2022**.

What information needs to be on a valid Purchase Order?

PO is issued to Arizona Department of Education

Event Name

“Event Date” OR “PO Expiration date” (expiration must be **after** event)

Correct number of participants

Cost of Event

Signature of Approval

Participant Names (List none **or** list all; if substitutions might occur it will be best to not include participant names, to save the need to revise POs)

We **do not** accept “Purchase Requisitions”

Registrations with the incorrect billing contact for their school district will be "DENIED/REJECTED". The billing contact entered during registration should be for the district's **Accounts Payable Department**.

What is the billing contact / mailing address for the conference?

Arizona Department of Education

Attn: Accounts Receivable

1535 W. Jefferson, Bin 1

Phoenix, AZ 85007

When will I be billed? / Can invoices be delayed until after July 1?

Invoices are automatically generated when a participant completes registration. The due date is set for 30 days after registration is completed. Arizona Department of Education staff do not have the ability to delay invoices as they are automatically generated by the registration system [See question 1 for Purchase Order information](#).

Will you offer bulk registration?

School/agency staff can complete bulk registration. Each registered participant must have a unique email and a valid Purchase Order. [See question for valid PO](#).



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Bulk Registration Tips

1. Beginning with Registration pop-up:
 - a. Check section name to verify that you are registering in the correct section.
 - b. Click on the "Bulk Enroll" button located at the top of the box.
 - c. If you do not have a copy of the Bulk Enrollment Template already downloaded and completed:
 - i. Click on the button "Download Bulk Enrollment Template"
 - ii. Open the document and save to your computer.
 - iii. Complete the form with the names of staff you are registering.



Figure 1 EMS Professional Registration Screenshot

2. Upload your completed bulk enrollment form.
 - a. Click on "Choose File" button.
 - b. Find saved file, select it, and click on Open.
 - c. Click on green Next button.
3. Complete Registration Extensions.
4. Review list of enrolled participants.
5. Billing Information
 - a. Complete Billing Organization Details.
 - b. Select Method of Payment and follow instructions for payment.
 - c. Click on Confirm Registration.
 - d. Click on Yes for disclaimer.
6. You should see the confirmation popup.

How do I reserve a slot for the conference if I do not have an employee hired at this time?

If you need to reserve multiple slots, but do not have names and unique emails for each registrant, [complete the Save My Seat Form](#) then contact the IDEA Conference Committee at IDEAConference@azed.gov to have a bulk enrollment form sent to you.

Email a copy of the valid PO and the completed bulk enrollment form to the IDEA Conference Committee at IDEAConference@azed.gov no later than **July 22, 2022**.



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I work for a state agency. What pay option do I select if I want to pay with an interagency transfer?

Prior to registering for Arizona’s IDEA Conference, you will need to have a completed an Internal Exchange Transaction (IET) Request Form. This form can be downloaded from the Event Management System (EMS) event registration page, or you can request a copy from the IDEA Conference Committee at IDEAConference@azed.gov.

Prior to completing your registration, you will need to do the following:

- Complete Side 2 of the IET form
 - Include the event description
 - Must include authorized signatures
- Email the IET form to IDEAConference@azed.gov
 - Designated IDEA Conference Committee staff member will sign
 - IET form will be sent to the Billing Contact
- Save the IET form as a PDF file prior to completing registration

When registering, select “Internal Transfer” under Method of Payment then select Other Agency under the Division, Unit and Program Area dropdowns. Enter your Agency function code and upload the completed IET form. Continue to the Billing Information screen to finalize registration.

Payment Type Method of Payment: Internal Transfer

In order to pay by Internal Transfer you will need to download and complete the Conference Internal Exchange Transaction (IET) Request Form. You can download this form by clicking the Download Now button. Once completed you will need to upload the completed form [Download IET Form](#)

Division:* Unit:* ProgramArea:*

Figure 2 Screenshot of Event Management System for Internal Transfers

Can I register for the conference with a credit card?

EMS (Events Management System) does offer credit card option as a form of payment. However, ADE only accepts VISA or MASTERCARD. Once you select credit card as a form of payment you will be redirected to a new screen. You will then be able to enter all your billing information. If you run into any issues with credit card payment, please [contact Accounts Receivables at accountsreceiv@azed.gov](mailto:accountsreceiv@azed.gov).

Section 2: Lodging Reservations

How do I reserve a hotel room for the conference rate?

The conference room block rate for the 2022 IDEA Conference is \$135/night (not including taxes and fees). To make your reservation, [go to the JW Marriott Desert Ridge Resort’s conference website](#) or call the Reservations Center at 1-888-236-2427. The last day to book at the conference rate is **August 9, 2022**.



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How do I pay for hotel room(s) with a Purchase Order (PO)?

A credit card is required to reserve hotel rooms. POs will be accepted up to 30 days before the conference dates. Please send POs to

JW Marriott Desert Ridge Resort & Spa
Attention to: ACCOUNTING
5350 E. Marriott Dr.
Phoenix, AZ 85054

What is the difference between using a debit card or a credit card upon arrival?

They would both be authorized for the same amount (room nights + incidentals), the debit card would be charged whereas the credit card will only be authorized. If there were no charges beyond the authorization held, the funds on the debit card would take longer to return onto the card than the credit card.

What is the deadline for cancelling my hotel reservation?

Any cancellations must be made 3 days prior to scheduled arrival date.

Will there be a charge for guestroom Internet?

Guestroom Internet will be provided complimentary to Marriott Reward Members. Non-Members will be charged a discounted rate of \$6.00 per room per night. If interested, [learn more about Marriott Bonvoy Rewards](#).