

# Arizona's 2023 IDEA Conference Save My Seat Request

August 21–23, 2023

We understand that some districts and agencies will not be able to create Purchase Orders (POs) until after July 1, 2023, and/or do not have the names and unique email addresses for each learner at the time of registration. For these instances, please follow the instructions to complete the attached Save My Seat PO Placeholder to reserve seats for this year's conference.

## Instructions

1. Please complete the [Save My Seat PO Placeholder document](#) to reserve seats for the 2023 IDEA Conference.
2. [Register for the IDEA Conference Save My Seat Request for Professionals course](#) in the Arizona Professional Learning and Development (APLD) system. Choose Bulk Nominate or Self-Registration. [See the APLD Learner Guide](#) for detailed steps to complete registration.

### **Bulk Nominate**

Use this option if you have the names and unique email addresses of all participants.

Before registering, verify that all participants have an APLD account. [Create an account on the APLD login page.](#)

### **Self-Registration**

Use this option if you do not have the names and unique email addresses of all participants or if you are reserving one seat. Please note, when submitting a PO after July 1, you cannot exceed the number of participants noted on the Save My Seat Placeholder PO document.

3. When entering payment information in APLD, select "Pay by PO" in the dropdown menu. Enter ADEIDEA23 for the PO number. Fill out the billing contact information. Upload the completed Save My Seat Placeholder PO document in place of the PO.
4. To finalize registration for Arizona's 2023 IDEA Conference, **submit a valid PO no later than July 19, 2023.**

### **Bulk Nominate (reserved multiple seats using participant names)**

If you used this option to register, submit the valid PO to Accounts Receivable and email a copy to the IDEA Conference inbox.

### **Self-Registration** (reserved one seat)

If you used this option to register, submit the valid PO to Accounts Receivable and email a copy to the IDEA Conference inbox.

### **Self-Registration** (reserved one or multiple seats using placeholder names)

After July 1, your original registration will be denied, and you will re-register for the Save My Seat course using self-registration (single registration) or Bulk Nominate. Submit the valid PO during the Payment step in APLD.

If you are paying with PO or an Inter-Agency Transfer, please [read the ADE Finance Payment Terms and Conditions](#) before submitting your PO. If your PO does not meet the standard described here, your enrollment request may be rejected.

### **Payments should be submitted to:**

Arizona Department of Education  
ATTN: Accounts Receivable Bin #1  
1535 West Jefferson Street  
Phoenix, AZ 85007

AccountsReceive@azed.gov  
EIN: 86-6004791

## **Office Hours and Helpful Resources**

The ADE/ESS IDEA Conference Committee will host multiple Save My Seat Office Hours to answer questions about reserving seats in APLD. Please register in advance for one or more of the following opportunities.

[Sign up for Thursday, May 25 at 11:00 a.m. Office Hour](#)

[Sign up for Tuesday, May 30 at 2:00 p.m. Office Hour](#)

[Sign up for Monday, June 12 at 11:00 a.m. Office Hour](#)

[Sign up for Monday, June 19 at 2:00 p.m. Office Hour](#)

[Sign up for Thursday, July 6 at 11:00 a.m. Office Hour](#)

[Sign up for Thursday, July 13 at 11:00 a.m. Office Hour](#)

For frequently asked questions about the conference, including registration questions, [see the IDEA Conference FAQ](#).

For more information about APLD, [visit the ADE Professional Learning and Development page](#).

If your question is not listed, please [email the IDEA Conference inbox](#).

## Save My Seat PO Placeholder

Arizona's 2023 IDEA Conference

August 21–23, 2023

Professional Registration Fee: \$470 per person

When registering for Arizona's 2023 IDEA Conference Save My Seat Request for Professionals course in the Arizona Professional Learning and Development (APLD) system, upload this completed document in place of the PO.

**PEA/School/Agency:**

**Number of Participants:**

**Participants Details:** (fill out table below)

Note: If you do not have the names and unique email addresses for each learner, enter information for a current staff member and identify that person as a placeholder name in the last column.

First Name	Last Name	Email	APLD Learner Number (if available)	Is this a placeholder name? (Yes/No)

Completed by Accounting:

Purchase Order Number:

APLD Invoice Number:

Function Code: CNF730