



Purchase Order Instructions

Thank you for choosing to participate in the **2025 Native American Indian Education Association of New York (NAIEA/NY) Spring Conference** hosted by Clarkson University (June 5-6th, 2025). To help ensure a smooth registration and payment process for your attendees, we respectfully request school districts and universities adhere to the following guidelines.

1. Purchase orders must be postmarked by **Friday, May 2nd, 2025**. Purchase orders can be sent electronically to admin@naieany.com or mailed via USPS to:

NAIEA/NY
Attn: Monica Antone-Watson
PO Box 41
Oneida, NY 13421

Note. Purchase orders postmarked after Friday, May 2nd, will be invalid and attendees will need to pay individually by check, cash, or credit card.

2. Purchase orders must detail the names of every conference attendee whose registration fee is to be supported by your organization. Please also indicate if your attendee is a professional, student (*high school, college, and graduate students only*), or elder (*62-years and older*).

	Attendee	Registration Type (Professional, Student, or Elder)
1.		
2.		
3.		
4.		

3. Registration is not complete until payment is received. Checks or money orders should be made payable to NAIEA/NY and postmarked by **Friday, May 16th, 2025**. Non-refundable payment should be sent to:

NAIEA/NY
Attn: Monica Antone-Watson
PO Box 41
Oneida, NY 13421

4. To ensure transparency and minimize confusion, we encourage organizations to share a digital copy of the purchase order with all supported attendees and ask attendees to be prepared to show the purchase order at the conference registration table.

We look forward to gathering and learning from one another. If you have any questions about the above detailed process, please do not hesitate to reach out to our team at admin@naieany.com.