

2025 LEA Convocation Registration Helpful Tips

October 2-4, 2025



1. **2025 LEA Convocation Registration Site:** [CLICK HERE](#) to access registration site
Use this site to register all convocation attendees.
2. **Before Beginning the LEA Convocation Registration Process**
 - ◆ Collect the following information from each attendee BEFORE beginning the registration process:
 - First name (to be used on name badge) and last name
 - Preferred email address to receive Convocation confirmation and updates
 - Preferred phone number
 - Special dietary needs
 - Organization, city and state (if applicable)
 - LEA membership status. If not sure, contact the LEA office at 708-209-3343. Current membership will ensure the best rates for the Convocation
 - Emergency contact and phone number
 - Cell phone number in case of an emergency during the Convocation
 - Six sectional selections. Sectional offering tools can be viewed [HERE](#)
 - Optional items: if purchasing Thursday or Friday lunch in advance, indicate the food choice. If purchasing a Convocation shirt, vest, or sweatshirt, indicate item, color, and size. Convocation clothing has a \$5 flat fee shipping cost. All clothing will be shipped to organization address.
3. **Registration Process**
 - ◆ Designate one person to be the official contact person to enter registrations into the [registration website](#) for all attendees from your school. This person will have access to all the registrations for the school. It is not recommended to have individual attendees enter their registration separately or pay individually if they are part of a group attending.
 - ◆ Have ALL registration information available during the registration process. Set aside an appropriate amount of time to complete the process in one session.
 - ◆ Group or link multiple attendees together from the same school by using the tab **Add Another Individual** on the online registration form. This procedure will save time in completing the process.
 - ◆ *Credit Card Payments* can be completed using MasterCard, Visa, or Discover Card at the end of the registration process.
 - ◆ If using the *Check Option*, please send your check as soon as possible. Checks should be made payable to: Lutheran Education Association and mailed to 7400 Augusta, River Forest, IL 60305.
 - ◆ If using *Title Funds*, contact your local school district for fund availability, guidelines, and requirements. Contact the LEA office within 3 days of completing your registration to request invoices for the Title Funds using [LEA Title Funds Planning Guide](#). Initially, mark the check payment method for using Title Funds.
 - ◆ Schools/individuals which participated in the *LEA Convocation Installment Plan* should register at the member rate using the check option. Contact the LEA office to confirm the list of

attendees covered by your pre-payment. LEA staff will apply the pre-payments to attendee registrations and invoice any balance due.

- ◆ Schools/individuals which participated in the *LEA Convocation Deposit Program* should contact the LEA office to confirm the list of attendees to be covered by your pre-payment. LEA staff will apply the pre-payments to attendee registrations and invoice any balance due.

4. LEA Membership & Convocation Registrations Fees and Refund Policies

- ◆ 2025 LEA Convocation attendee rates are based on the LEA membership status on the day registrations are completed. To join or renew staff memberships, schools are encouraged to use the [LEA Full Faculty/Staff Membership Enrollment Form](#) before registering to save 10% on full faculty membership rates.
- ◆ All Convocation registration rates, dates, and refund policies are listed on the Convocation website: [2025 LEA Convocation Registration](#).

5. Hotel Reservations

- ◆ The confirmation email sent following each registration will contain a link to the official housing site. All hotel rooms MUST be reserved using this site. Hotels in the block are instructed NOT to allow reservation by phone.
- ◆ The following hotels in the convocation blocks have special rates:
 - Marriott St. Louis Grand Hotel \$169
 - Courtyard by Marriott Downtown Convention Center \$189
 - Holiday Inn St. Louis DT Convention Center \$149
 - Embassy Suites St. Louis Downtown \$189
 - Pear Tree Inn - Convention Center 164
 - The Magnolia Hotel \$179
 - Hampton Inn St. Louis DT Gateway Arch \$179
 - Hotel Indigo \$159

For More Assistance & Information

Contact Julie Klopke, LEA Director of Membership Services at 708-209-3343 or Julie.Klopke@lea.org