

NACAS 43rd Annual Conference

Rosen Shingle Creek • Orlando, Florida • October 23-26, 2011

Note: Registrants must provide payment in full or present an institutional purchase order to attend the Annual Conference.

This form should be completed electronically (one form per registrant, except guests) and returned. Or register online at www.nacas.org/annualconference

NAME _____ NICKNAME FOR NAME TAG _____

TITLE _____

INSTITUTION/COMPANY _____

ADDRESS _____

CITY _____ ST/PROV _____ ZIP _____ COUNTRY _____

PHONE _____ FAX _____

E-MAIL _____

Please indicate any ADA requirements _____

Please indicate any special dietary needs _____

In case of an emergency, contact _____ Relationship _____

Daytime phone _____ Evening phone _____

Is this your first NACAS National Conference? Yes No I would like to mentor a First-Timer

I would like to be a Key Volunteer I am an educational session presenter

Register guest or child here and add fee below.

Guest/Child name (as it will appear on name tag) _____

| Registration Fees – postmarked/faxed: | by Sept. 23 | Sept. 24 or after | Amount Enclosed |
|---|-------------|-------------------|-----------------|
| Member | \$665 | \$765 | _____ |
| Non-Member | \$890 | \$990 | _____ |
| Single Day – Member / Day _____ | \$220 | \$320 | _____ |
| Single Day – Non-Member / Day _____ | \$320 | \$420 | _____ |
| Student | \$225 | \$275 | _____ |
| Spouse / Guest | \$225 | \$275 | _____ |
| Child | \$125 | \$175 | _____ |
| Retiree Registration | \$225 | \$275 | _____ |
| Member in Transition | \$270 | \$320 | _____ |
| Gala additional tickets | \$110 | \$110 | _____ |
| Pre-Conference Workshop, Saturday, October 22 | \$95 | \$120 | _____ |
| Campus Tours, Monday, October 24 & 25 (circle your selection) | | | |
| Oct. 24: Rollins College - OR - UCF Main Campus | \$10 | \$15 | _____ |
| Oct. 25: Valencia Community College - OR - UCF Med. Ctr. & Rosen Sch. of Hosp. | \$10 | \$15 | _____ |
| Exhibiting Member Additional Rep. | \$665 | \$765 | _____ |
| Exhibiting Non-Member Additional Rep. | \$890 | \$990 | _____ |
| *Non-Exhibiting Business Partner Member | \$665 | \$765 | _____ |
| *Non-Exhibiting Business Partner Non-Member | \$890 | \$990 | _____ |
| *Single Day – Non-Exhibiting B.P. Member / Day _____ | \$220 | \$320 | _____ |
| *Single Day – Non-Exhibiting B.P. Non-Member / Day _____ | \$320 | \$420 | _____ |

(* Does not include Exhibit Hall access)

Registration Application Date _____ TOTAL DUE \$ _____

Golf Tournament – please complete the separate Golf registration form

Credit Card #1
 Visa MasterCard AMEX
 Amount \$ _____
 Card # _____
 Expires _____

 Name on Card _____

 Signature _____

Credit Card #2
 Visa MasterCard AMEX
 Amount \$ _____
 Card # _____
 Expires _____

 Name on Card _____

 Signature _____

Check or Purchase Order
 Check Enclosed To Follow
 Amount \$ _____
 Purchase Order # _____

Return form to:
 NACAS Conference Registrar
 PO Box 5546
 Charlottesville, VA 22905-5546
 Fax: 434.245.8453
 email: info@nacas.org
 NACAS Federal ID #: 16 0999 454

Registration Information

Registration Categories

- “Member” refers to all institutions and Business Partners who are members of NACAS.
- “Non-Exhibiting Business Partner” refers to any company representative who is not affiliated with an exhibiting company. Does not allow Exhibit Hall access.
- “Exhibiting Additional Rep” refers to booth personnel who wish to attend ALL conference events.
- “Member in Transition” refers to active NACAS members now in between positions in auxiliary services.
- “Guest” refers to spouse or companion, NOT additional staff or employees; additional staff require Full or Day registration.
- “Student” refers to anyone enrolled as a student at a college or university and not working full-time in higher education.
- “Retiree” refers to someone who has left the field and is no longer employed in an auxiliary department or related business.
- “Child” refers to anyone ages 2-18 who is accompanying a registered attendee.

General Registration Notes

- Registrants must provide payment in full or present an institutional purchase order to attend the conference.
- One registration per form. PLEASE NOTE – Attendees should register guest(s) on this form using the space provided. Form may be duplicated for additional registrations. If you are unsure of your membership status, please call the NACAS Office at 434.245.8425 to confirm. Please register as early as possible to assure a name tag and listing on the attendee list.
- Please complete all sections of this form. Keep a copy for your records.
- Mail, email or fax this form with your check, purchase order or credit card information to: NACAS Conference Registrar, PO Box 5546, Charlottesville, VA 22905-5546, email: info@nacas.org, Fax: 434.245.8453.
- If you do not receive a confirmation within three weeks of sending your registration form to us, please check with your accounts payable office to confirm processing prior to contacting NACAS.
- All fees are in US funds.
- Registration on-site in Orlando, FL will be at the late rate.
- If you have any questions, please contact the NACAS office at 434.245.8425, fax: 434.245.8453, email: info@nacas.org, or visit our website at nacas.org.
- Registrations will be accepted after September 23, 2011; however, be sure to submit your registration application by September 23, 2011 to qualify for the lower fee.
- Registrations will be accepted at the NACAS office until Monday, October 17, 2011. Any changes to existing registrations or new registrations should be completed on-site after this date.
- All presenters must register for the entire conference or for one day.
- Exhibitors must secure their booth using the exhibitor registration form and contract. This information can be found on the Annual Conference section of nacas.org

Online Registration

Online registration is available from the Annual Conference section of the NACAS web site at nacas.org. Please use the provided instructions on this site to complete your registration. Please contact the Registration Team at the NACAS Office with additional questions (434.245.8425). A credit card is required to register online. Please use a paper registration form if you wish to use two different credit cards to provide payment.

Hotel Reservations

Hotel accommodations are not included in the conference registration fee. Please reserve your room directly with The Rosen Shingle Creek by accessing the special NACAS online link or by calling the reservation department. This information can be found in the Annual Conference section of nacas.org.

Cancellations

If you must cancel your registration, refunds will be made if written notification is sent to the NACAS Office on or before October 10, 2011. A \$95 processing fee will be charged. No refunds will be given for cancellations on or after October 10, 2011. Refunds will be processed after the conference.

What is included in your registration?

| | Member | Retiree | Guest | Student | Child |
|--|--------|---------|-------|---------|-------|
| Awards Reception | ✓ | ✓ | ✓ | ✓ | |
| Regional Association Breakfasts | ✓ | ✓ | ✓ | ✓ | ✓ |
| Guest Welcome to Orlando | | | ✓ | ✓ | ✓ |
| Lunch on Monday | ✓ | ✓ | | ✓ | |
| Breakfast on Tuesday | ✓ | ✓ | | ✓ | |
| Lunch on Tuesday | ✓ | ✓ | | ✓ | |
| Gala Event | ✓ | ✓ | ✓ | ✓ | ✓ |
| Breakfast on Wednesday | ✓ | ✓ | | ✓ | |
| Three General Sessions | ✓ | ✓ | ✓* | ✓ | |
| Educational Sessions | ✓ | ✓ | ✓* | ✓ | |
| Fun Run/Walk | ✓ | ✓ | ✓ | ✓ | ✓ |
| Six hours with Business Partners in the Exhibit Hall (Institutional members & exhibiting Business Partners only) | ✓ | ✓ | | ✓ | |
| Open evening on Sunday & Monday | ✓ | ✓ | ✓ | ✓ | ✓ |
| *on a space available basis | | | | | |

What is NOT included in a Full Registration

(may require a separate fee)

- Campus Tour
- Pre-Conference Workshop

What is Included in a Day Registration?

All activities and scheduled meals for that day, other than events requiring a separate registration fee.