

REGISTRATION APPLICATION

NACAS 42nd Annual Conference

The Broadmoor • Colorado Springs, CO • November 7-11, 2010

Please complete one form for each registrant, except guests. (Please type or print)
Or register online at www.nacas.org

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

NAME _____ NICKNAME FOR NAME TAG _____

TITLE _____

INSTITUTION/COMPANY _____

ADDRESS _____

CITY _____ ST/PROV _____ ZIP _____ COUNTRY _____

PHONE _____ FAX _____

E-MAIL _____

In compliance with the Americans with Disabilities Act, please indicate any assistance you require to attend the Conference:

Please indicate any special dietary needs _____

In case of an emergency, contact _____ Relationship _____

Daytime phone _____ Evening phone _____

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

Register guest or child here and add fee below.

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

| Registration Fees – postmarked/faxed: | by Oct. 8 | Oct. 8 or after | Amount Enclosed |
|--|-----------|-----------------|-----------------|
| NACAS Member Full Registration | \$640 | \$740 | _____ |
| Non-Member Full Registration | \$890 | \$990 | _____ |
| Single Day – Member / Day _____ | \$220 | \$320 | _____ |
| Single Day – Non-Member / Day _____ | \$320 | \$420 | _____ |
| Student | \$270 | \$320 | _____ |
| Spouse / Guest | \$225 | \$275 | _____ |
| Child | \$125 | \$175 | _____ |
| Retiree Registration | \$270 | \$320 | _____ |
| Gala additional tickets | \$110 | \$110 | _____ |
| Pre-Conference Workshop, Saturday, November 6 | \$95 | \$120 | _____ |
| Pre-Conference Workshop, Sunday, November 7 | \$50 | \$75 | _____ |
| Campus Tours (choose one per day) | | | |
| Pikes Peak CC -OR- Colorado College campus tours, Monday, November 8 | \$10 | \$15 | _____ |
| Air Force Academy -OR- UCCS campus tours, Tuesday, November 9 | \$10 | \$15 | _____ |

Registration Application Date _____ TOTAL DUE \$ _____

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
 Phone: 434.245.8425
 NACAS Federal ID #: 16 0999 454

Registration Information

Registration Categories

- “Full” refers to all institutions and Business Partners who are members of NACAS. Please note: non-exhibiting Business Partners are not permitted in the exhibit hall.
- “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 Colorado Springs, CO 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 October 8, 2010; however, be sure to submit your registration application by October 8, 2010 to qualify for the lower fee.
- Registrations will be accepted at the NACAS office until Monday, October 25, 2010. Any changes to existing registrations or new registrations should be completed on-site after this date.
- All presenters must register for the conference at the Full or Day registration rate.
- Exhibitors must register on the exhibitor registration form and contract.

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). Credit card required to register online.

Hotel Reservations

Hotel accommodations are not included in the conference registration fee. Please reserve your room directly with Broadmoor 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 25, 2010. A \$75 processing fee will be charged. No refunds will be given for cancellations on or after October 25, 2010. Refunds will be processed after the conference.

What is included in your registration?

| | Full | Retiree | Guest | Student | Child |
|--|------|---------|-------|---------|-------|
| Opening Reception | ✓ | ✓ | ✓ | ✓ | |
| Regional Association Breakfasts | ✓ | ✓ | ✓ | ✓ | ✓ |
| Guest “Welcome to Colorado Springs” | | | ✓ | ✓ | ✓ |
| Lunch on Monday | ✓ | ✓ | | ✓ | |
| Breakfast on Tuesday | ✓ | ✓ | | ✓ | |
| President’s Luncheon | ✓ | ✓ | | ✓ | |
| Gala Event (Monte Carlo Night) | ✓ | ✓ | ✓ | ✓ | ✓ |
| Breakfast on Wednesday | ✓ | ✓ | | ✓ | |
| Two General Sessions | ✓ | ✓ | ✓* | ✓ | |
| Two Super 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.