



# Conference Registration and Membership Form

April 12<sup>th</sup> & 13<sup>th</sup>, 2018  
Orange Beach, Alabama

All members of ALAIR are required to complete this registration form. Individual membership fee covers the period from this annual conference to the next annual conference. Annual membership fees are included in the conference registration fee.

## SECTION 1: Member Contact Information

<b>NAME</b>		<input type="checkbox"/> NEW MEMBER	<input type="checkbox"/> RENEWAL	<input type="checkbox"/> CORRECTIONS
<b>JOB TITLE</b>		<b>WORK TELEPHONE</b>		
<b>INSTITUTION</b>		<b>FAX NUMBER</b>		
<b>ADDRESS</b>		<b>CELL PHONE</b>		
<b>CITY, ST &amp; ZIP</b>		<b>PRIMARY EMAIL</b>		

## SECTION 2: Membership and Conference Fees

	DESCRIPTION	Fees	Please Check	Enter Amount
<b>MEMBERSHIP</b>	Individual Membership Fee only (if <u>not</u> attending conference)	\$25	<input type="checkbox"/>	
<b>REGISTRATION</b>	Conference Registration Fee - <b>EARLY REGISTRATION ends March 1, 2018</b> <i>*Includes Membership Fee and Access to All Events</i>	\$135	<input type="checkbox"/>	
	Conference Registration Fee - <b>March 2, 2018 or later</b> <i>*Includes Membership Fee and Access to All Events</i>	\$150	<input type="checkbox"/>	
	Conference Registration Fee for Students or Emeritus <i>*Includes Membership Fee and Access to All Events</i>	\$100	<input type="checkbox"/>	
	<input type="checkbox"/> Please contact me regarding my dietary restrictions			
<b>April 12th THURSDAY SCHEDULE</b>	10:00 am: Registration Opens (Lobby of Hampton Inn & Suites)			
	1:00 pm - 5:00 pm: Welcome and Concurrent Sessions (Hampton Inn & Suites, Emerald Shores Room)			
	5:45 pm - 9:15 pm: Continuous Shuttle Bus to/from Special Event	Free	<input type="checkbox"/>	No Charge
	6:00 pm: Thursday Night Special Event: <i>Ole River Grill Seafood Buffet with Live Music</i>	Included	<input type="checkbox"/>	No Charge
<b>April 13th FRIDAY SCHEDULE</b>	Guest for Thursday Night Special Event: <i>Ole River Grill Seafood Buffet with Live Music (includes shuttle)</i>	\$30	<input type="checkbox"/>	
	8:00 am - 11:00 am: Concurrent Sessions Continue			
	11:00 am: Keynote Speaker: Dr. James E. Purcell, Executive Director of ACHE <i>"Guiding Organizational Improvement"</i>			
	Noon: Friday Business Meeting/Luncheon	Included	<input type="checkbox"/>	No Charge
	Guest for Business Meeting/Luncheon	\$20	<input type="checkbox"/>	
<b>PAYMENT METHOD</b>	2:00 pm - 5:30 pm: Workshop: IPEDS Student Financial Aid Training (Hampton Inn & Suites) Laptop required and <b>MUST REGISTER ONLINE</b>	Free	<input type="checkbox"/>	No Charge
	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Check <input type="checkbox"/> Credit Card via PayPal (you will be contacted)	<b>TOTAL DUE:</b>		
<i>Please make checks payable to: ALAIR</i>	<b>ALAIR Treasurer Mailing Address:</b> Mandy Lanier, Director of Institutional Effectiveness Wallace Community College, 1141 Wallace Drive, Dothan, AL 36303 Phone: (334) 556-2235 / Fax: (334) 983-4255 / email: <a href="mailto:mlanier@wallace.edu">mlanier@wallace.edu</a>	<b>Please see Cancellation Policy on next page</b>		

**Early registration rate ends March 1, 2018**

Please direct conference questions to Julianna Proctor at [jproctor@ua.edu](mailto:jproctor@ua.edu) or (205) 348-7207 or visit <https://alair.org/>

## ALAIR's Conference Cancellation/Refund Policy:

In the event that a registrant cannot attend the annual ALAIR conference, substitutions are allowed at no cost. As indicated below, conference registration fees, minus annual membership dues, will be refunded if written requests are received three or more weeks prior to the start date of the conference. Written requests received between two and three weeks of the conference start date will be forwarded to the Board for refund consideration. Due to financial obligations, written requests received within two weeks of the conference start date will receive no refund; however, substitutions may still be made at no cost.

Written cancellation requests should be directed to the current ALAIR Treasurer and the Vice President/Conference Chair. For a current list of ALAIR Board members, please go to <https://alair.org/leadership> on the ALAIR.ORG website.

### Refund Amounts and Timeframes

Days Prior to the Conference Start Date (written request received)	Cancellation/Refund Amount		
	Registration Fee (minus membership dues)	Workshops	Special Events
30 or more	100% Minus membership dues	100%	100%
21-29	50% Minus membership dues	50%	50%
15-20 (requires Board approval)*	25% Minus membership dues	No Refund	No Refund
14 or less	No Refund	No Refund	No Refund

\* Written request must be received by the ALAIR Treasurer and Vice President/Conference Chair

## ALAIR Executive Board 2017-18:

**President:** Kelly Birchfield, Alabama Community College System, [kelly.birchfield@accs.edu](mailto:kelly.birchfield@accs.edu)

**Vice President/Conference Chair:** Julianna Proctor, The University of Alabama, [jproctor@ua.edu](mailto:jproctor@ua.edu)

**Past President:** Toner Evans, Samford University, [jevans1@samford.edu](mailto:jevans1@samford.edu)

**Treasurer:** Mandy Lanier, Wallace Community College, [mlanier@wallace.edu](mailto:mlanier@wallace.edu)

**Secretary:** Hayley Johnson, University of West Alabama, [hsheffield@uwa.edu](mailto:hsheffield@uwa.edu)

### Members at Large:

Wendy Broyles, Troy University, [whuckabee@troy.edu](mailto:whuckabee@troy.edu)

Ginny Cockerill, The University of Alabama in Huntsville, [gdc0004@uah.edu](mailto:gdc0004@uah.edu)

Lesley Shotts, J.F. Drake State Community & Technical College, [lesley.shotts@drakestate.edu](mailto:lesley.shotts@drakestate.edu)