



Conference Registration Form

March 6th - 8th, 2019
Lake Guntersville State Park

Two Forms Required: Please submit this form along with your completed Membership form.

SECTION 1: Member Contact Information

NAME				<input type="checkbox"/> DR.	<input type="checkbox"/> MR.	<input type="checkbox"/> MRS.	<input type="checkbox"/> MS.
JOB TITLE		WORK TELEPHONE					
INSTITUTION		FAX NUMBER					
ADDRESS			CELL PHONE				
CITY, ST & ZIP			PRIMARY EMAIL				

SECTION 2: Conference Registration Fees

	DESCRIPTION	FEES	Please Check	AMOUNT
REGISTRATION	Conference Registration Fee - EARLY REGISTRATION ends February 1st	\$110	<input type="checkbox"/>	
	Conference Registration Fee - February 2, 2019 or later	\$140	<input type="checkbox"/>	
	Conference Registration Fee for Students or Emeritus	\$80	<input type="checkbox"/>	
	<input type="checkbox"/> Please contact me regarding my dietary restrictions			
March 6th WEDNESDAY SCHEDULE	4:30 pm - 6:30 pm - Early Arrival Registration and Check-in (Hickory Lounge)			
	4:30 pm - 6:30 pm - Meet and Greet (Hickory Lounge)	Free	<input type="checkbox"/>	No Charge
	Guest for Early Arrival Meet and Greet (for head count purposes only)	Free	<input type="checkbox"/>	No Charge
March 7th THURSDAY SCHEDULE	9:00 am - Registration Opens (Azalea Room)			
	9:00 am - 11:00 am - Pre-Conference Team Building Activity (meet in the Lobby)	Free	<input type="checkbox"/>	No Charge
	1:00 pm - 5:00 pm - Welcome and Concurrent Sessions (Azalea and Dogwood)			
	6:00 pm - Thursday Night Special Event: <i>BBQ at Beach Pavillion</i>	Included	<input type="checkbox"/>	No Charge
	Guest for Thursday Night Special Event: <i>BBQ at Beach Pavillion</i>	\$30	<input type="checkbox"/>	
March 8th FRIDAY SCHEDULE	8:00 am - 11:00 am: Concurrent Sessions (Azalea and Dogwood)			
	11:00 am - Keynote Speaker: Dr. John R. Dew (Camellia Ballroom)			
	Friday Business Meeting/Luncheon	Included	<input type="checkbox"/>	No Charge
	Guest for Business Meeting/Luncheon	\$25	<input type="checkbox"/>	
	2:00 pm - 5:30 pm - Post Conference Workshop (Dogwood Room) IPEDS Data and Benchmarking Training (laptop required); co-host AIR	Included	<input type="checkbox"/>	No Charge
PAYMENT METHOD	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Check <input type="checkbox"/> Credit Card via Pay Pal			
	<p style="color: red; font-size: small;">Please send a copy of this completed form along with your membership form to: mianier@wallace.edu as soon as possible, regardless of your payment method.</p> <p style="color: red; font-size: small;">Note: If you are paying by credit card, you will be contacted with instructions.</p>			TOTAL DUE:
MAKE CHECKS PAYABLE TO: ALAIR	ALAIR Treasurer Mailing Address: Mandy Lanier, Director of Institutional Effectiveness Wallace Community College, 1141 Wallace Drive, Dothan, AL 36303 Phone: (334) 556-2235 / Fax: (334) 983-4255 email: mianier@wallace.edu	Please see Cancellation Policy on next page		

Early registration rate ends February 1, 2019

Contact Wendy Broyles at whuckabee@troy.edu or (334) 670-3873 with conference questions or visit <http://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 2018-19:

President: Julianna Proctor, The University of Alabama, jproctor@ua.edu

Vice President/Conference Chair: Wendy Broyles, Troy University, whuckabee@troy.edu

Past President: Kelly Birchfield, Alabama Community College System, kelly.birchfield@accs.edu

Treasurer: Mandy Lanier, Wallace Community College, mlanier@wallace.edu

Secretary: Hayley Johnson, University of West Alabama, hsheffield@uwa.edu

Members at Large:

Ginny Cockerill, The University of Alabama in Huntsville, gdc0004@uah.edu

Kellei Samuels, Tuskegee University, ksamuels@tuskegee.edu

Melissa Rice, Snead State Community College, melissa.rice@snead.edu