



Conference Registration Form

**March 11th - 13th, 2020
Orange Beach, Alabama**

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 7th	\$110	<input type="checkbox"/>	
	Conference Registration Fee - February 8, 2020 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 11th WEDNESDAY SCHEDULE	8:00 am - 5:00 pm - Pre Conference Workshop - IPEDS Beyond Compliance: How to Use IPEDS Data to Examine Student and Institutional Success (laptop required); co-host AIR - must pre-register on AIR's website	Included	<input type="checkbox"/>	No Charge
	4:30 pm - 6:30 pm - Early Arrival Registration and Check-in			
March 12th THURSDAY SCHEDULE	9:00 am - Registration Opens			
	9:00 am - 11:00 am - Pre-Conference Team Building Activity	Free	<input type="checkbox"/>	No Charge
	1:00 pm - 5:00 pm - Welcome and Concurrent Sessions			
	6:00 pm - Thursday Night Special Event	Included	<input type="checkbox"/>	No Charge
	Guest for Thursday Night Special Event	\$30	<input type="checkbox"/>	
March 13th FRIDAY SCHEDULE	8:00 am - 11:00 am: Concurrent Sessions			
	11:00 am - Keynote Speaker			
	Friday Business Meeting/Luncheon	Included	<input type="checkbox"/>	No Charge
	Guest for Business Meeting/Luncheon	\$25	<input type="checkbox"/>	
PAYMENT METHOD	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Check <input type="checkbox"/> Credit Card via Pay Pal Please send a copy of this completed form along with your membership form to: nstephens@jeffersonstate.edu as soon as possible, regardless of your payment method. Note: If you are paying by credit card, you will be contacted with instructions.			TOTAL DUE:
MAKE CHECKS PAYABLE TO: ALAIR	ALAIR Treasurer Mailing Address: Nareiko Stephens, Office of Institutional Effectiveness Jefferson State Community College, 2601 Carson Rd, Birmingham, AL 35215 Phone: (205) 856-7904 / Fax: (205) 856-7928 email: nstephens@jeffersonstate.edu	Please see Cancellation Policy on next page		

Early registration rate ends February 7, 2020

Contact Lesley Shotts at Lesley.Shotts@DrakeState.edu or (256) 551-5206 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 2019-20:

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

Vice President/Conference Chair: Lesley Shotts, J.F. DrakeState Community & Technical College, lesley.shotts@drakestate.edu

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

Treasurer: Nareiko Stephens, Jefferson State Community College, nstephens@jeffersonstate.edu

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

Members at Large:

Somer Givens, Auburn University, smg0080@auburn.edu

Mattie Hudson, Wallace State Community College-Hanceville, mattiel.hudson@wallacestate.edu

Nominating Committee:

Andrew Davis, Enterprise State Community College, adavis@escc.edu

Jessica Carroll, Wallace State Community College-Selma, jessica.carroll@wccs.edu