



Conference Registration Form
March 12th - 14th, 2025
Coastal Alabama Community College
& Columbia Southern University

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 14th	\$150	<input type="checkbox"/>	
	Conference Registration Fee - February 15, 2025 or later	\$200	<input type="checkbox"/>	
	Conference Registration Fee for Students or Emeritus	\$100	<input type="checkbox"/>	
	<input type="checkbox"/> Please contact me regarding my dietary restrictions			
March 12th WEDNESDAY SCHEDULE	3:00 pm - 5:00 pm - Early Arrival Registration/Check-in (Coastal Comm College)			
	6:00 pm - 8:00 pm - Dinner (location to be determined later)			NOTE: Meal at your own expense.
March 13th THURSDAY SCHEDULE THURSDAY SESSIONS: Coastal Alabama Community College	8:00 am - Registration Opens at Coastal Alabama Community College			
	9:00 am - 11:00 am - Pre-Conference Sessions			
	1:00 pm - 4:30 pm - Welcome and Concurrent Sessions			
	4:30 pm - 5:30 pm - Hors d'oeuvres served at Coastal Community College			
	6:30 pm - 7:45 pm - Thursday Night Special Event: Sunset Dolphin Cruise	\$35	<input type="checkbox"/>	
	Dolphin Cruise Guests - <i>Number of Guests:</i>	\$35	<input type="checkbox"/>	
March 14th FRIDAY SCHEDULE FRI SESSIONS & LUNCH: Columbia Southern University	8:00 am - 11:00 am: Concurrent Sessions			
	11:00 am - Keynote Speaker			
	12:00 noon - Friday Business Meeting/Luncheon	Included	<input type="checkbox"/>	No Charge
	Guest for Business Meeting/Luncheon <i>Number of Guests:</i>	\$25	<input type="checkbox"/>	
	12:30 pm - Doorprize Giveaway			
PAYMENT METHOD	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Check			
	Please send a copy of this completed form along with your membership form to: lworthington@ua.edu as soon as possible, regardless of payment method. <i>Note: We are unable to accept credit card payments at this time.</i>			TOTAL DUE:
MAKE CHECKS PAYABLE TO: ALAIR	ALAIR Treasurer Mailing Address: Leticia Worthington, Institutional Research & Assessment University of Alabama, Box 870166, Tuscaloosa, AL 35487-0166 (205) 348-7206 / Fax: (205) 348-7208 email: lworthington@ua.edu Phone:			Please see Cancellation Policy on next page

Early registration rate ends February 14, 2025

Contact Jessica Carroll at jessica.carroll@accs.edu with conference questions or visit <http://alair.org/>.

ALAIR's Conference Cancellation/Refund Policy:

In the event 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 list of current Board members go to <http://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 2024-25:

President: Preston Robinson, Tuskegee University, probinson@tuskegee.edu

Vice President/Conference Chair: Jessica Carroll, AL Community College System, Jessica.carroll@accs.edu

Past President: Ginny Cockerill, Greenville Technical College, ginny.cockerill@gvltec.edu

Secretary: Michelle Tin, The University of Alabama, mttin@ua.edu

Treasurer: Tish Worthington, The University of Alabama, lworthington@ua.edu

Nominating Committee:

Anna Hodges, Coastal Alabama Community College, anna.hodges@coastalalabama.edu

Savannah Jones, The University of Alabama – Birmingham, sgjones2@uab.edu

Members at Large:

Lindsay Hutcherson, Coastal Alabama Community College, lindsay.hutcherson@coastalalabama.edu

Cherea Schellhase, Columbia Southern College, cherea.schellhase@columbiasouthern.edu