



# Conference Registration Form

**March 8-10, 2023**  
**Huntsville, Alabama**

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

### SECTION 1: Member Contact Information

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

### SECTION 2: Conference Registration Fees

	DESCRIPTION	FEES	Please Check	AMOUNT
<b>REGISTRATION</b>	Conference Registration Fee - EARLY REGISTRATION ends Feb 17th	\$130	<input type="checkbox"/>	
	Conference Registration Fee - February 18th or later	\$175	<input type="checkbox"/>	
	Conference Registration Fee for Students or Emeritus	\$90	<input type="checkbox"/>	
	<input type="checkbox"/> Please contact me regarding my dietary restrictions			
<b>March 8th WEDNESDAY SCHEDULE</b>	5:00 - 9:00 pm Dinner at <a href="#">the Camp at MidCity</a> . Bring your family and join us for dinner at one of the amazing food trucks here! Walk across the parking lot to <a href="#">Top Golf</a> or <a href="#">HighPoint Climbing</a> or <a href="#">MidCity Mall</a> . Well-behaved dogs welcome!	<i>Meals and drinks not included.</i>	<input type="checkbox"/>	<b>No Charge</b>
<b>March 9th THURSDAY SCHEDULE</b>	7:30 am - Registration Opens			
	Activities in and around Huntsville available on your own			
	1:00 pm - 5:00 pm - Welcome and Concurrent Sessions			
	6:00 pm - Dinner at the Shed at the <a href="#">Stovehouse</a> ! Pick up dinner at the restaurant of your choice and then join us at the Shed for an ice cream sundae bar!	<i>Meals not included.</i>	<input type="checkbox"/>	<b>No Charge</b>
	<b>Number of Guests:</b> <input style="width: 50px;" type="text"/>		<input type="checkbox"/>	<b>No Charge</b>
<b>March 10th FRIDAY SCHEDULE</b>	8:00 am - 11:00 am: Concurrent Sessions			
	11:00 am - Keynote Speaker			
	Friday Business Meeting/Luncheon	Included	<input type="checkbox"/>	<b>No Charge</b>
	Guest for Business Meeting/Luncheon <b>Number of Guests:</b> <input style="width: 50px;" type="text"/>	\$20	<input type="checkbox"/>	
<b>PAYMENT METHOD</b>	Purchase Order                      Check			
	<b>Please send a copy of this completed form along with your membership form to: <a href="mailto:mjmathis@una.edu">mjmathis@una.edu</a> as soon as possible, regardless of your payment method.</b>  <b>Note: We are unable to accept credit card payments at this time.</b>			TOTAL DUE: <input style="width: 100px;" type="text"/>
<b>MAKE CHECKS PAYABLE TO: ALAIR</b>	<b>ALAIR Treasurer Mailing Address:</b> Dr. Molly Mathis, Director Institutional Research University of North Alabama, Office of Institutional Research, 1 Harrison Plaza, Box 5121, Florence, AL 35632; Phone: (256) 765-4343/email: <a href="mailto:mjmathis@una.edu">mjmathis@una.edu</a>	<b>Please see Cancellation Policy on next page</b>		

**Early registration rate ends February 17, 2023**

contact Ginny Cockerill at [gdc0004@uah.edu](mailto:gdc0004@uah.edu) with conference questions 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 2022-23:

**President:** Mandy Sessions, Wallace Community College - Dothan, [msessions@wallace.edu](mailto:msessions@wallace.edu)

**Vice President/Conference Chair:** Ginny Cockerill, The University of Alabama in Huntsville, [gdc0004@uah.edu](mailto:gdc0004@uah.edu)

**Past President:** Jacob Pleitz, The University of Alabama, [jdpleitz@ua.edu](mailto:jdpleitz@ua.edu)

**Treasurer:** Molly Mathis, University of North Alabama, [mjmathis@una.edu](mailto:mjmathis@una.edu)

**Secretary:** Jessica Carroll, Alabama Community College System, [jessica.carroll@accs.edu](mailto:jessica.carroll@accs.edu)

### Members at Large:

Emily Rothenbacher, The University of Alabama, [evrothenbacher@ua.edu](mailto:evrothenbacher@ua.edu)

Preston Robinson, Tuskegee University, [probinson@tuskegee.edu](mailto:probinson@tuskegee.edu)

### Nominating Committee:

Mattie Hudson, Wallace State Community College-Hanceville, [mattiel.hudson@wallacestate.edu](mailto:mattiel.hudson@wallacestate.edu)

John LeMay, The University of North Alabama, [jolemay@una.edu](mailto:jolemay@una.edu)