**TWO FORMS REQUIRED**: Please submit this form along with your completed *Membership Form* .

## SECTION 1: Member Contact Information

| NAME | | ☐ DR. ☐ MR. ☐ MRS. ☐ 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 23rd | $130 | ☐ | |
| | Conference Registration Fee - February 24, 2024 or later | $175 | ☐ | |
| | Conference Registration Fee for Students or Emeritus | $90 | ☐ | |
| | ☐ Please contact me regarding my dietary restrictions | | | |
| **March 13th WEDNESDAY SCHEDULE** | 3:00 pm - 5:00 pm - Early Arrival Registration/Check-in (UAB Alumni House Lobby) | **NOTE:** Meals & entertainment are at your own expense. | *for head count purposes* | |
| | 5:00 pm - 6:00 pm - Fun at the **Birmingham Rage Room** ($35/per person) | | ☐ | *No Charge* |
| | 7:00 - 9:00 pm - Meet and Greet at the **Fish Market Southside** | | ☐ | *No Charge* |
| **March 14th THURSDAY SCHEDULE** | 8:00 am - Registration Opens at UAB Alumni House Lobby | | | |
| | 9:00 am - 11:00 am - Pre-Conference Sessions | | | |
| | 1:00 pm - 5:00 pm - Welcome and Concurrent Sessions | | | |
| | 6:00 pm - 8:00 pm - Thursday Night Special Event: ***Top Golf*** | $25 | ☐ | |
| | **Top Golf** Guests - PLAY & MEAL  *Number of Guests:* | $75 | ☐ | |
| **March 15th FRIDAY SCHEDULE** | 8:00 am - 11:00 am: Concurrent Sessions | | | |
| | 11:00 am - Keynote Speaker | | | |
| | Friday Business Meeting/Luncheon | Included | ☐ | *No Charge* |
| | Guest for Business Meeting/Luncheon  *Number of Guests:* | $25 | ☐ | |
| **PAYMENT METHOD** | ☐ Purchase Order    ☐ 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.** *Note: We are unable to accept credit card payments at this time.* | | | 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   Phone: (205) 348-7206 / Fax: (205) 348-7208 email: lworthington@ua.edu | | | **Please see Cancellation Policy on next page** |

**Early registration rate ends February 23, 2024**

Contact Preston Robinson at PRobinson@tuskegee.edu 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 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 2023-24:

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

**Vice President/Conference Chair**: Preston Robinson, Tuskegee University, probinson@tuskgee.edu

**Past President:** Mandy Sessions, Wallace Community College – Dothan, msessions@wallace.edu

**Secretary:** Jessica Carroll, Alabama Community College System, Jessica.carroll@accs.edu

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

**Nominating Committee:**
Jesse Lowe, The University of Alabama – Birmingham, jdlowe@uab.edu
Eva Painter, Marion Military Institute, epainter@marionmilitary.edu

**Members at Large:**
Jaret Langston, The University of Alabama – Birmingham, jlansto@uab.edu
Nareiko Stephens, Jefferson State Community College, nstephens@jeffersonstate.edu

WEDNESDAY, MARCH 13, 2024 @ 5:00 PM

Too many data requests? Tired of numbers not adding up? Join us at Birmingham Rage Room where anger and stress find their ultimate release point. Suit up in safety gear and break an array of items with a variety of smashing tools. Best part is you don't have to clean up afterwards!

PRICE: $35/PERSON

**THURSDAY, MARCH 14, 2024 @ 6:00 PM**

Join us for an evening of swings and socializing at Top Golf in Uptown Birmingham. We are ditching the boring restaurants and stuffy conference rooms for a fun-filled atmosphere with rooftop views and our own private decks. Gameplay and catering will be included.

**PRICE: $25/PERSON ($75/per guest)**

https://topgolf.com/us/birmingham/