



Eligibility Requirements for the NACUA 2018 Annual Conference

NACUA Member Attorneys

If you are a member attorney from a NACUA Member Institution or Associate Member Institution, or if you are an Associate Individual Member, you are eligible to register at the Conference Member rate. All registrants at member institutions must be included on their institution's NACUA membership roster to be eligible for the member rate. You may expedite your registration by obtaining the permission of your institution's primary representative before registering for the Conference.

NACUA Non-Member Attorneys

Non-Member Attorneys Representing or Employed by a NACUA Member Institution

If you are a non-member attorney representing a college, university, or organization that is a NACUA Member, you are eligible to register at the Non-Member rate. You must include a signed letter from your institution's Primary Representative with your registration form. NACUA will then confirm your eligibility to attend prior to processing your registration.

Non-Member Attorneys Representing a Non-Member Institution

You must be an attorney currently representing or employed by a non-profit or public, regionally accredited college or university to be eligible to attend the conference. Non-member attorneys representing or employed by colleges or universities that are not NACUA Member Institutions must include a letter from the **general counsel or president of the institution** with the following information with your registration form:

1. Confirmation that you currently represent or are employed by a non-profit, public or private, regionally accredited college or university.
2. Affirmation that you meet NACUA's commonality of interest requirements, which can be found [here](#).

Sample Endorsement Letter for Non-Member Attorney Representing or Employed by a NACUA Institution

In-House Counsel

To: NACUA Meetings Department

As the primary representative for [NAME OF MEMBER INSTITUTION], I endorse the registration of [REGISTRANT'S NAME] to attend the 2018 NACUA Annual Conference. As the [REGISTRANT'S TITLE] he/she is responsible for [AREAS OF RELEVANT RESPONSIBILITY TO THE EDUCATIONAL PROGRAM] and would benefit from attending the Annual Conference.

Sincerely,
[Signature and Printed Name of Primary Representative]

External Counsel

To: NACUA Meetings Department

As the primary representative for [NAME OF INSTITUTION], I endorse the registration of [REGISTRANT'S NAME] to attend the 2018 NACUA Annual Conference. As an external counsel, [REGISTRANT'S NAME] is currently engaged to represent my institution on legal matters. He/She is a licensed attorney in good standing in at least one state and has a commonality of interest with NACUA member institutions.

Sincerely,
[Signature and Printed Name of Primary Representative]

Sample Endorsement Letter for Non-Member Attorney Representing a Non-Member Institution

To: NACUA Meetings Department

I, [NAME OF GENERAL COUNSEL OR PRESIDENT OF INSTITUTION], endorse [REGISTRANT'S NAME] to attend the 2018 NACUA Annual Conference. [REGISTRANT'S NAME] currently represents or is employed by [NAME OF NON-PROFIT, REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY], is a licensed attorney in good standing in at least one state, and has a commonality of interest with NACUA member institutions.

[Signature and Printed Name of general counsel or president of non-profit, regionally accredited college or university]