

# 2018 ANNUAL CONFERENCE

## NON-MEMBER REGISTRATION FORM

### PERSONAL INFORMATION

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Name: \_\_\_\_\_ Badge Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

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Name: \_\_\_\_\_ Tel: \_\_\_\_\_

### DIETARY RESTRICTIONS

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- |                                   |                                   |                             |  |
|-----------------------------------|-----------------------------------|-----------------------------|--|
| <input type="radio"/> Gluten-Free | <input type="radio"/> Pescatarian | Allergies:                  |  |
| <input type="radio"/> Halal       | <input type="radio"/> Vegan       | <input type="radio"/> Dairy | <input type="radio"/> Seafood and/or Shellfish |
| <input type="radio"/> Kosher      | <input type="radio"/> Vegetarian  | <input type="radio"/> Nut   | <input type="radio"/> Soy                      |

### ADA ACCESS

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Accommodation Requests: \_\_\_\_\_

### CLE CREDIT REQUESTED

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Please complete only if you wish NACUA to apply on your behalf.

State: \_\_\_\_\_ Bar# \_\_\_\_\_

State: \_\_\_\_\_ Bar# \_\_\_\_\_

State: \_\_\_\_\_ Bar# \_\_\_\_\_

### EVENTS

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Please indicate if you plan on attending the following events. Costs are included in your registration fee.

- |  |  |
|--|--|
| <input type="radio"/> Opening Plenary • Sunday, 1:00 p.m.          | <input type="radio"/> Leadership and Membership Recognition Breakfast • Tuesday, 7:45 a.m. |
| <input type="radio"/> Honors & Awards Ceremony • Sunday, 4:30 p.m. | <input type="radio"/> Networking Breakfast • Tuesday, 7:45 a.m.                            |
| <input type="radio"/> Networking Breakfast • Monday, 7:00 a.m.     | <input type="radio"/> Networking Luncheon • Tuesday, 12:15 p.m.                            |

**REGISTRATION**

A. Event Registration				Fees				
Lawyers New to Higher Education Workshop (Non-Member Only)				\$299	= \$			
B. Annual Conference Registration				Early*	Regular*	Late*		
Non-Member				\$995	\$1,045	\$1,095	= \$	
Eligibility Verification (required for registration) <input type="radio"/> I am not a member of NACUA. I have received approval from my Primary Representative and the endorsement letter is attached. (To find out the primary representative for your institution please email membership@nacua.org.)								
Non-Member Speaker (Full Conference)				\$745	—	—	= \$	
Non-Member Speaker** (Session Only)				complimentary			= \$	
*Registration Deadlines: Early registration rates only apply to registrations received on or before April 27. Regular registration rates apply to registrations received on or before May 25. All registrations received after May 25 must pay the late registration fee.								
**Discussion leaders and moderators must pay the non-member registration fee above.								
C. Binder Fee				The binder of written materials will be shipped 6-8 weeks after the conference.				
Post-Conference Binder of Written Materials				\$229			= \$	
Post-Lawyers New to Higher Education Workshop Binder of Written Materials				\$119			= \$	
D. Opening Reception				# Attending				
Are you planning on attending? <input type="radio"/> yes <input type="radio"/> no				included				
Adult Spouse/Guest(s)				#	x	\$40	= \$	
Child (ages 6-12)				#	x	\$10	= \$	
Child (5 and under)				#	x	free		
<b>Total Fee to Accompany Registration:</b>							= \$	

**PAYMENT INFORMATION**

Upon receipt of your registration form, NACUA will contact you, via email, regarding payment (if applicable).

# **NACUA**

## **Sample Non-member Meeting Attendee Endorsement Letter Annual Conference 2018**

### **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 <Name of Educational Program>. As the <REGISTRANT'S TITLE>, he/she is responsible for <Areas of relevant responsibility to the educational program> and would benefit from attending this upcoming educational program.

Sincerely,

<Signature and Printed Name of Primary Representative>

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### **External 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 <Name of Educational Program>. 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>