

# NACUA February 2018 CLE Workshop

## NON-MEMBER REGISTRATION FORM

### PERSONAL INFORMATION

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

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

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

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

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

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

### EMERGENCY CONTACT INFORMATION

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

### DIETARY RESTRICTIONS

- Allergies:
- Gluten-Free     Pescatarian     Dairy     Seafood and/or Shellfish  
 Halal     Vegan     Nut     Soy  
 Kosher     Vegetarian

### ADA ACCESS

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

### REGISTRATION

Fees include all sessions, coffee breaks, continental breakfasts, luncheon, reception, CLE credit fee, and pre- and post-event online access to materials.

A. REGISTRATION FEES	EARLY	REGULAR (RECEIVED AFTER JANUARY 5)
Non-Member	\$635	\$685 = \$
Member Institution Representative	\$535	\$585 = \$

→ Eligibility Verification (required for registration)

- I am not a member of NACUA. I have received approval from my Primary Representative and the endorsement letter is attached. (To find out your primary representative, please email membership@nacua.org.)

Non-Member Speaker\*    complimentary    = \$

\* Discussion group leaders and moderators must pay the non-member registration fee above.

### B. BINDER OF MATERIALS

Post-Workshop Binder of Written Materials    \$129    = \$

The binder of written materials will be shipped 6 - 8 weeks after the workshop.

TOTAL AMOUNT TO ACCOMPANY REGISTRATION: = \$

### C. CLE CREDIT (complete only if you wish NACUA to apply on your behalf)

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

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

### D. NETWORKING EVENTS Please check the event(s) you plan to attend. Costs are included in your registration fee.

- Continental Breakfast • Thursday, 7:00 a.m.     Opening Reception • Thursday, 5:30 p.m.  
 Networking Lunch • Thursday, 12:15 p.m.     Continental Breakfast • Friday, 7:00 a.m.

**Non-Member rates** apply to attorneys or other administrators representing or employed by colleges or universities that are NOT NACUA member institutions. Or an outside attorney (i.e. law firm attorney) who represents a NACUA member institution but is not listed on the official roster.

**Member-Institution Representative rates** apply to employees at NACUA member institutions who are not on the official membership roster.

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

**Non-Member Speakers:** Speakers who plan to attend the full Workshop must submit a letter of endorsement with their registration.

# **NACUA**

## **Sample Non-member Meeting Attendee Endorsement Letter**

**February 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>