

NAGAP 2019 Annual Conference Registration Form

STEP ONE: Contact Information – Make sure this information is complete as it will be used for the attendee roster and your name badge.

TYPE OR PRINT CLEARLY

| | | |
|---------------------|---|-----------|
| First Name | M.I. | Last Name |
| Position Title | Name Preferred on Name Badge | |
| Institution Address | | |
| City, State, Zip | Country | |
| Phone | Cell Phone (in case of emergency or urgent travel notifications only) | Email |

STEP TWO: General Information

By registering for the conference, I understand that photos may be taken of me during the conference to be published on NAGAP social media sites, NAGAP's website or in publications to promote NAGAP.

Exclude my information from any mail list sales.

Please indicate the field of study that most clearly identifies the graduate subject area which you administer (check only one):

- Arts & Sciences
- Business/Management
- Communication/Journalism
- Education
- Government/Public Affairs
- Health & Human Services
- Law
- Medical/Dental
- Public Health
- Social Work
- Technology
- Theology/Divinity
- Multi-Disciplinary
- Not Applicable
- Other (please specify):

SPECIAL NEEDS

I will need assistance (please describe):

I have the following dietary requirements:

- Vegetarian
- Vegan
- Gluten-Free
- Diabetic
- Kosher
- Other

EMERGENCY CONTACT (required): In case of an emergency at the conference, contact (Name/Telephone Number/Relationship):

How did you hear about the NAGAP Annual Conference?

- NAGAP News
- Website
- Social media
- Colleague/friend
- Previous attendee
- Other:

FIRST-TIMER: Is this your first NAGAP Annual Conference? Yes

How many NAGAP conferences have you attended previously?

- 1
- 2
- 3
- 4-6
- 7-9
- 10+

STEP THREE: Membership

Renewing Members: Current NAGAP membership will expire on June 30, 2019. Save time and renew your 2019-2020 membership with registration.

- Individual (\$250)
- Institutional (\$250)
- Affiliate (\$475)
- Retired (\$50)
- Student (\$50)
- Associate (\$200)

New Members: Join NAGAP now and take advantage of member conference registration rates below. Your membership will take effect shortly after the conference.

- Individual (\$250)
- Institutional (\$250)
- Affiliate (\$475)
- Student (\$50)
- Associate (\$200)

STEP FOUR: Pre-Conference Institute Registration Fees

Wednesday, April 10, 2019 - 9:00 a.m. - 1:30 p.m. Pre-Conference Institute (PCI):

- Current/New Member..... \$225
- Non-Member \$275

STEP FIVE: Conference Registration Fees April 11-13, 2019

Early-Bird Conference Registration: (Register by February 1, 2019)

- Current/New Member..... \$505
- Non-Member \$685

Conference Registration: (February 4 - March 1, 2019)

- Current/New Member..... \$575
- Non-Member \$755

On-Site Registration: (on/after March 1, 2019)

- Current/New Member..... \$675
- Non-Member \$855

Single-Day Registration:

Prices include continental breakfast, lunch/brunch, refreshment breaks and events for that day.

Thursday, April 11, 2019

- Current/New Member..... \$295
- Non-Member \$395

Friday, April 12, 2019

- Current/New Member..... \$295
- Non-Member \$395

Saturday, April 13, 2019

- Current/New Member..... \$155
- Non-Member \$190

STEP SIX: Fun Run/Walk Registration

Yes, I will ___ Run/___ Walk in the NAGAP Fun Run/Walk!

I read and agree to the Fun Run/Walk [waiver](#).

Fun Run T-shirt: \$15

Number of Shirts _____

- S
- M
- L
- XL
- XXL

NAGAP 2019 Annual Conference Registration Form (continued)

Name _____

STEP SEVEN: Guest(s) of Attendee Fees

Note: These items are already included for full registrations. Indicate the number of tickets needed for your guest(s).

Conference Meal Plan for Guest.....\$250 each
(Includes continental breakfast, and breaks on Thursday and Friday, lunch on Friday, and brunch on Saturday. Separate tickets must be purchased for the Wednesday Welcome Reception and Friday night Off-Site Event for guests.)
of tickets _____

Guest Welcome Reception Tickets, Wednesday April 10....\$45 each
of tickets _____

Guest Off-Site Event Tickets, Friday, April 12.....\$115 each
of tickets _____

GUEST NAME(S) FOR NAME BADGE(S):

STEP EIGHT: Session Topics

Review the Annual Conference schedule online and indicate the educational sessions you plan to attend below.

THURSDAY, APRIL 11

11:00 a.m. - 12:00 p.m.

- 1A
- 1B
- 1C
- 1D
- 1E
- 1F
- 1G
- 1H

1:30 p.m. - 2:30 p.m.

- 2A
- 2B
- 2C
- 2D
- 2E
- 2F
- 2G
- 2H

3:15 p.m. - 4:15 p.m.

- 3A
- 3B
- 3C
- 3D
- 3E
- 3F
- 3G
- 3H

FRIDAY, APRIL 12

10:00 a.m. - 11:00 a.m.

- 4A
- 4B
- 4C
- 4D
- 4E
- 4F
- 4G
- 4H

12:45 p.m. - 1:45 p.m.

- 5A
- 5B
- 5C
- 5D
- 5E
- 5F
- 5G
- 5H

2:00 p.m. - 3:00 p.m.

- 6A
- 6B
- 6C
- 6D
- 6E
- 6F
- 6G
- 6H

3:45 p.m. - 4:45 p.m.

- 7A
- 7B
- 7C
- 7D
- 7E
- 7F
- 7G
- 7H

SATURDAY, APRIL 13

8:30 a.m. - 9:30 a.m.

- 8A
- 8B
- 8C
- 8D
- 8E
- 8F

9:45 a.m. - 10:45 a.m.

- 9A
- 9B
- 9C
- 9D
- 9E
- 9F

GRAND TOTAL DUE \$ _____

(Payment is due with the registration form)

STEP NINE: RSVP

I plan to attend the Off-Site Event on Friday, April 12:

Yes No

I plan to attend the closing brunch and keynote presentation on Saturday, April 13:

Yes No

STEP TEN: Method of Payment

All funds MUST be submitted from a U.S. bank in U.S. funds. NAGAP does not accept purchase orders or invoice for services. Fees must be paid by check, money order or credit card. NAGAP Tax ID #11-8362047

Check made payable to NAGAP – check # _____

To pay by credit card, register online through the NAGAP website.

STEP ELEVEN: Send in Your Registration

Registration Deadline: **March 1, 2019**

(Early Bird Registration due by February 1)

There are two ways to register:



ONLINE Visit our website at www.NAGAP.org and click on the "NAGAP Annual Conference" link.



BY MAIL Mail completed registration form with check to:
NAGAP Executive Office
P.O. Box 723248
Atlanta, GA 31139

Note: Registration forms with credit card information will NOT be accepted. **If paying by credit card, you must register online.**

After March 1, all registrations will be processed on-site. Please bring your registration form and payment directly to the Annual Conference. Registrations will not be taken over the phone. All payments must be received before the beginning of the Annual Conference. Registrations will not be processed until payment is received. NAGAP does not accept purchase orders and does not bill/invoice for services.

The conference registration fee includes all education sessions, Welcome Reception and Off-Site Event, daily refreshment breaks, two continental breakfasts, one lunch and Saturday brunch. The conference registration fee does not include hotel room charges or transportation costs. Single-day tickets include education sessions, continental breakfasts, lunches, refreshment breaks only and events for that day.

Conference Cancellation Policy

Only written requests for refunds will be accepted. Please send your requests to the NAGAP Executive Office at info@NAGAP.org. NAGAP has no desire to retain fees paid by members unable to attend; however, hotel guarantees and other related expenses make the following refund schedule necessary. All refunds will be processed after the Annual Conference.

Conference Cancellation Schedule:

- Cancellations will be accepted until March 15, 2019. Refunds will be issued in the same manner as the payment was received, minus a \$100 processing fee.
- No refunds will be issued after March 15, 2019. No exceptions.

Substitution of registrants is allowed. Requests for substitutions must be submitted in writing.