



National Student Advocacy Conference
March 14-17, 2020 • Washington Plaza Hotel • Washington, D.C.

CONTACT INFORMATION

College / Campus:

Mailing Address:

Staff Information

FT employee, information will be sent to this individual for distribution

Name

Title

E-mail

Phone

Cell Phone

cell phones will be used for emergency contact and not distributed to others

Student Representative Information

Student point of contact, information will be sent to this individual for distribution

Name

Title

Email

Phone

Cell Phone

REGISTRATION RATES

Early Bird - Member* - \$399 person / registered and paid by December 14, 2019

Early Bird - Non -Member* - \$475 person / registered and paid by December 14, 2019

Regular - Member* - \$425 person / registered by February 14

Regular - Non - Member* - \$500 person / registered by February 14

Late - Member & Non-Member - \$550 person / registration received after February 14

Pre-Conference Workshops - \$40 person, per workshop (*optional event*)

* membership is \$350 per campus and runs from September 1 to August 30, regardless of when payment is received

ATTENDEE INFORMATION

Number of Attendees

Conference

Pre-Conference #1

Pre-Conference #2

Amount Due

Conference Fees

Pre-Conference Fees

Membership Fee

Attendees name, titles and email addresses will be included on page 3 of the registration

PAYMENT INFORMATION

If you are registering as an **EARLY BIRD**, payment must be received by December 14, 2019 or you rates will be increased to the Regular Registration Rate.

A check is included with this registration packet

A check is being mailed to ASACC

We will bring payment with us to the conference (early bird prices are not available with this option)

Included is a purchase order, please send us an invoice

Please charge my credit card for the total amount due (an additional 5% convenience fee will be charged)

Credit Card Number

Exp Date

CVV Code

Name on card

Zip code on card

If you have questions regarding the conference, registration, the schedule, or anything else please contact our office at 801-785-9784 or info@asacc.org

Reg Rcvd _____ Signed Doc _____ Confirm _____ Names _____ Invoice _____ Receipt _____ \$ Rcvd _____



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CANCELLATION POLICY

All cancellations must be received and confirmed in writing via email to info@asacc.org.

Full refunds, minus a \$25 processing fee, will be given for any cancellations received before January 10, 2020. Cancellations made after January 10, 2020 are subject to a \$150 service charge, per person, until February 14, 2020. Those canceling after February 14, 2020 and individuals who register for the conference, but do not attend, will be charged the full registration price.

Colleges who register but do not pay registration fees will be billed in accordance with this policy.

Name changes may be made at anytime via email to info@asacc.org.

LIABILITY POLICY

The "Conference Management" (ASACC, Advisors Institute, their officers, directors, agents and employees) shall not have any responsibility or liability for personal injury en route to and from the National Student Advocacy Conference or at any time on the site. The "Conference Management" shall not have any responsibility or liability for unsafe or illegal acts of the hotels, suppliers, entertainers, tour operators, and airlines that are directly or indirectly involved with the conference. Attendees who purchase non-refundable airline tickets do so at their own risk. Attendees agree that any photographs or video taken of me or my delegation may be used for conference promotional purposes or resale. The total amount of any liability of the "Conference Management" will be limited to a refund of the paid registration fees.

CONFIRMATION

Registration confirmations and cancellation request receipts will be sent within 5 business days from the date your registration is received. Confirmations will be sent electronically to the Staff and Student Representative provided on the registration form. Please contact our office if you do not receive a confirmation in that time period. Once a registration is received by our office, the cancellations policy indicated above will take effect.

PAYMENT INFORMATION

If you are registering with a member rate, and your membership is not current at the time of registration that an additional \$350 will be charged for your 2019-20 membership dues. If you have questions regarding the status of your membership please contact our office.

Any conference payments received after April 1, 2020, are subject to a 10% monthly late fee until paid.

By signing below, I agree to the above policies and guarantee payment to ASACC for the registrants listed based on the conditions above.

Signature

Typed Name

College

Date

Title



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Please type the information to ensure name badges are correct.
If you need additional space for names, please attach an additional sheet.

ATTENDEE INFORMATION

NAME

TITLE

EMAIL

You can change attendee names at anytime by emailing info@asacc.org. Information regarding the conference will be emailed to the addresses listed on this page.

Submit forms via email, fax, or mail to:

ASACC Business Office
2279 North University Parkway, #165
Provo, UT 84604

Email - info@asacc.org
Fax - 801-406-4385

If you have any questions, please contact us at 801-785-9784.