

NACADA

National ACADEMIC ADVISING Association

Region _____ Registration Confirmation

THANK YOU FOR REGISTERING FOR THE NACADA REGIONAL CONFERENCE TO BE HELD MARCH 4th-6th, 20_____ IN _____.

The conference will be held on the campus of _____ State University with specifics regarding the location of sessions and driving directions to be posted at a later date on the conference website. An interactive campus map can be found at: _____ Attire for this conference is casual to business casual. Weather during this time of the year ranges from an average high in the **LOW 70's** to an average low in the MID 40's.

The primary conference hotel will be the _____ Hotel:

Location- _____

Tel: + _____ Fax: _____

Check-In: 3:30PM - Check-Out: 11:00AM

Self Parking- \$ _____ Valet Parking-\$ _____

Directions to the _____ Hotel from the _____ Regional Airport:

From Airport Directions _____ Regional - 10 miles S Take a right out of the airport parking lot onto Capitol Circle. Left on Lake Bradford Rd. Right on Gaines Street. Left on Monroe. Left on Jefferson. Right on Adams Street, hotel will be 2 blocks on the right. I-10 TO Hotel: Take exit 199 (Tallahassee/Havana exit) go South on Monroe Street about 3.5 miles we will be on the right.

ALL ATTENDEES - Check the conference website for updated information regarding hotel accommodations, conference schedule and other pertinent information at:

http://www.nacada.ksu.edu/Regional_Divisions/region4/confindex.htm

Conference At-A-Glance

Sunday, March 4, 20__

11:00 am to 5:00 pm	Registration
1:00 pm to 5:00 pm	Pre-Conference Workshops
7:00 pm to 9:30 pm	Reception

Monday, March 5, 20__

7:30 am to 4:30 pm	Registration
8:00 am to 9:45 am	Breakfast/Opening Ceremonies Keynote Address: Curtis Zimmerman
10:00 am to 11:00 am	Concurrent Session 1
11:15 am to 12:15 pm	Concurrent Session 2
12:30 pm to 2:00 pm	Lunch/Awards Presentation
2:15 pm to 3:15 pm	Concurrent Session 3
3:30 pm to 4:30 pm	Concurrent Session 4
4:30 pm to 5:00 pm	Break
5:00 pm to 6:00 pm	State Meetings
6:00 pm	Dinner on your own

Tuesday, March 6, 20__

7:30 am to 9:30 am	Registration
8:00 am to 9:00 am	Continental Breakfast
9:15 am to 10:15 am	Concurrent Session 5
10:30 am to 11:30 am	Concurrent Session 6
11:45 am to 12:15 pm	Closing Session

Below is a receipt for your registration:

REFUND/SUBSTITUTION POLICY: If you are required to cancel you may

- Transfer your conference registration to another individual from your institution. (If this person is not a current NACADA member, they will either be asked to pay the \$65 membership registration or pay the non-member fee.)
- Apply your paid registration to another NACADA event.
- On or Before **February 4, 20__**: Request a refund of paid registration fees (less \$25) in writing. Membership fees will be retained.
- After **February 4, 20__** and before **March 1, 20__**: Request a refund of 50% of paid registration fees in writing.
- After March 1, 2012, no refunds can be issued due to facility obligations, but substitutions will be allowed.

Regional conferences are a wonderful opportunity to interact with your advising colleagues. If you are involved with academic advising and student academic development as a professional advisor, faculty member, academic administrator, or student affairs professional, you will find this conference to be a source of great ideas to **ENCOURAGE, ENGAGE and INSPIRE!**

Sincerely,

Your Region ____ Conference Chair

Name

e-mail

phone