

Important Registration Information/Policies

Register early – payment must be received by the conference date. If payment is by Purchase Order (APO), please include a copy with registration form. Please fax NACADA a copy of the conference registration before you give the registration form to your institution's Business Office for processing. An APO number without the actual form will not suffice. If the APO is not available when submitting registration form, please call the Executive Office at (785) 532-5717 to provide a status of the APO issue. This is for your protection – many registrations are delayed for weeks at the institution and do not arrive in our office until after the opening date of the conference. Be sure to send us an actual copy of the Agency Purchase Order (APO) as soon as it is available. NACADA's Federal Employer ID number (FEIN) 48-1114759

Registrations and/or payments received after October 6th will need to register onsite. Registrations onsite must be paid or guaranteed with an actual purchase order or credit card.

Payment not received by the conference date – payment must be made before receiving conference materials onsite. Cash, check, or credit card authorization will be accepted. Credit cards will be processed if other payment has not been received by November 20, 2017.

Registration transfers – Paid registrations may be transferred to another individual at your institution if you notify NACADA in advance, in writing.

Refund policy – Membership dues are not refundable. To receive a refund of conference fees, less a \$50 processing fee, send a written request to the Executive Office by August 25, 2017. After this date, 50% will be refunded with written notification until September 15, 2017. No refund requests can be granted after September 15, 2017. Refund checks will be issued after the conference. Registrants who fail to cancel their registrations through the Executive Office, in writing, will be responsible for the total conference registration fee even if they do not attend the conference and have not paid the registration fee.

Registration Fees Explanation

If you have any questions about your NACADA membership status, email nacada@ksu.edu or call the Executive Office at (785) 532-5717.

Membership: Take advantage of the member rate by becoming a NACADA member at this time. Fill out the attached membership form or go online to www.nacada.ksu.edu/Member-Services/Become-a-Member.aspx. The membership fee and registration fee will show up as separate charges on your credit card. **NACADA Member Fee** is available only to individuals with a current membership at time of registration. NACADA membership dues were paid prior to registering for the conference or by completing the attached membership form. Individuals employed by member institutions must be individual members of NACADA to be eligible for the "member rate" for the 2017 Annual Conference.

Student Fee is available to full-time students only. Individuals employed full-time and taking college courses are ineligible.

Preconference Workshops

Use this list to register for Preconference Workshops on the next page (additional fees apply). Full descriptions of each workshop may be found at: <https://www.nacada.ksu.edu/Events/Annual-Conference/Preconference-Workshops.aspx>

Wednesday, October 11, 2017

9:00 a.m. – 4:00 p.m. \$115.00 (lunch included for P1 only)

P1: Academic Advising Administration and Leadership Seminar

9:00 a.m. – 12:00 p.m. \$60

- P2: Creating and/or Restructuring an Effective Advising Program
- P3: Developing Your Advisor Toolbox for Motivation and Satisfaction
- P4: Design and Implementation of an Advisor Promotion Process
- P5: Designing Organizational Change to Best Support First-Generation Student Success
- P6: Serving Veteran Students
- P7: Practical Applications of Motivational Interviewing in Advising
- P8: From Interesting Opinion to Effective Argument: 'Learnable' Elements of Scholarly Writing
- P9: An Introduction to the Foundations of Academic Advising
- P10: Fostering Connections with a Digital Generation

10:00 a.m. – 12:00 p.m. \$40

- P11: Self-Directed Training: The Gateway to New Advisor Success
- P12: Creating Your Advising Identity: Using the New Core Competencies as a Foundation for Your Advising Growth and Development

1:00 – 4:00 p.m. \$60

- P13: The Five Practices of Exemplary Advising Leadership: How to Help Academic Advisors Accomplish Extraordinary Things! - **CLOSED**
- P14: Implementing the 5 Game Changers: Strategies for Access-Oriented Institutions
- P15: Flip Your Advising: Improve Your Ability to Make Advising a Teaching and Learning Activity
- P16: Psychological Intervention Skills in Academic Advising - **CLOSED**
- P17: Understanding Privilege within the Context of Advising Relationships

1:00 – 5:00 p.m. \$60

- P18: Success through Synergy: Academic & Career Advising Integrations
- P19: The Gateway to Effective Advising: Developing a Comprehensive Advisor Training Program
- P20: A Primer on the Assessment of Academic Advising
- P21: Academic Life Coaching: Gateway to the Inner Student
- P22: Creating a SAFE ZONE for your LGBTQ+ Students

3:15 – 4:15 p.m. FREE

P23: New Attendee to Conference

3:15 – 5:15 p.m. \$40

- P24: Confessions of a First Time Supervisor: Strategies for Overcoming Imposter Syndrome in Leadership
- P25: Sexual Violence: Preparing Advisors to Respond and Advocate

4:15 – 5:15 p.m. FREE

P26: New Member of NACADA Orientation

Last Name _____ First Name _____ MI _____

Email _____

Institution _____

Work Phone _____

- Only use this form if you are already registered for the 2017 Annual Conference and want to add preconference workshops to your registration.
- Onsite registration will also be available for preconference workshops; however some workshops may fill up before the event. Date.

Preconference Workshops on Wednesday, October 11, 2017

Please check the times do not register for overlapping workshops. Titles of each workshop will appear on page 1.

Morning Session: 9:00 a.m. - 4:00 p.m. \$115

P1

Afternoon Session: 1:00 - 5:00 p.m. \$60

P18 P19 P20 P21

P22

Morning Session: 9:00 a.m. - 12:00 p.m. \$60

P2 P3 P4 P5 P6

P7 P8 P9 P10

Afternoon Session: 3:15 - 4:15 p.m. FREE

P23

Morning Session: 10:00 a.m. - 12:00 p.m. \$40

P11 P12

Afternoon Session: 3:15 - 5:15 p.m. \$40

P24 P25

Afternoon Session: 1:00 - 4:00 p.m. \$60

P13 CLOSED P14 P15

P16 CLOSED P17

Afternoon Session: 4:15 - 5:15 p.m. FREE

P26

FEE SUMMARY – Please total amount due: _____

Payment Information

Payment or purchase order must accompany this form. A \$35 service fee for returned checks applies.

Check in U.S. dollars or International Money Order (payable to NACADA): # _____

Agency Purchase Order # _____ A PO **MUST** be attached.

International Wire Transfer: Call 785-532-5717 or email nacada@ksu.edu for instructions. NACADA assesses a \$15 handling fee for each International Wire. All wire transfer fees are the responsibility of the participant.

Credit Card: Visa MasterCard American Express Discover

Card #: _____ Exp: _____ CVV: _____

Cardholder Name: _____ Cardholder Signature: _____

For Office Use Only

Initials

Date

Ck #/Amount

Deposit