

REGISTRATION WORKSHEET



ANNUAL CONFERENCE | MARCH 31–APRIL 4, 2017 | CHICAGO, IL

Please note: Do not submit this worksheet to HLC. It is not an official registration form. Return the completed worksheet to your institution's registration coordinator, _____.

Visit annualconference.hlcommission.org for additional information.

Registration Type

Please select from the following options:*

- General Attendee
- President/CEO From HLC-Accredited or Candidate Institution
- Current HLC Peer Reviewer

Note: Conference presenters should register individually after receiving notification of proposal acceptance. Decisions will be sent in November.

Please indicate the type of institution or organization you will be representing:*

- HLC-Accredited or Candidate Institution
- HLC-Accredited or Candidate Tribal College
- Non-affiliated Institution
- Independent Company/Organization (An organization that is not an institution of higher education.)

Attendee Contact Information

Email Address:* _____

CC Email: _____

(receives copy of registration confirmation email)

First Name:* _____

Last Name:* _____

Job Title:* _____

Inst./Org.:* _____

Address Line 1:* _____

Address Line 2: _____

City:* _____

State:* _____ ZIP:* _____

Work Phone:* _____ Extension: _____

Mobile Phone: _____

Badge Information

Please indicate how you would like your name to appear on your conference name badge.

First Name:* _____

Last Name:* _____

Dietary and Special Needs

Identify any dietary restrictions:*

- Not Applicable
- Gluten Free
- Halal
- Kosher
- Vegan/Dairy Free
- Vegetarian
- Other (e.g., allergies)

Please explain: _____

Identify any special need(s): _____

(An HLC staff member will contact you to discuss your needs.)

Profile Information

Select your role(s) in your institution's relationship with HLC:*(check all that apply)

- Academy Member
- Academy Mentor
- Accreditation Liaison Officer
- Assurance System Coordinator
- Chief Executive Officer
- Data Update Coordinator
- IAC Member
- Peer Reviewer
- None

Select the category that best describes your primary role at your institution.*

- | | |
|--|---|
| <input type="checkbox"/> Admissions/Student Affairs/Student Services Administrator | <input type="checkbox"/> Division/Program Administrator |
| <input type="checkbox"/> Assessment Administrator | <input type="checkbox"/> Faculty Member |
| <input type="checkbox"/> Chief Academic Officer | <input type="checkbox"/> Finance/Operations/Budget Administrator |
| <input type="checkbox"/> Chief Executive Officer | <input type="checkbox"/> Institutional Research Administrator |
| <input type="checkbox"/> Chief Operations Officer | <input type="checkbox"/> Legal/Governmental Affairs Administrator |
| <input type="checkbox"/> College/School Within Institution Administrator | <input type="checkbox"/> Library/Learning Resources Administrator |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Other Academic Officer |
| <input type="checkbox"/> Department Administrator | <input type="checkbox"/> Planning Administrator |
| <input type="checkbox"/> Development/Public Relations Administrator | <input type="checkbox"/> Technology Administrator |
| <input type="checkbox"/> Distance Learning Administrator | <input type="checkbox"/> Trustee |
| | <input type="checkbox"/> None |

Indicate whether you have previously attended any HLC annual conferences:*

- Yes No

If yes, please indicate number attended:

- 1 2-5 6-9 10 or more

How did you hear about the conference?*

- | | |
|--|--|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Postcard |
| <input type="checkbox"/> Email | <input type="checkbox"/> Referred by colleague |
| <input type="checkbox"/> HLC staff | <input type="checkbox"/> Other |
| <input type="checkbox"/> HLC website | |

Identify your reasons for attending this annual conference.*
(check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> General interest/professional development | <input type="checkbox"/> Opportunities to hear from HLC staff |
| <input type="checkbox"/> Information on assessment of student learning | <input type="checkbox"/> Preparation for upcoming accreditation review |
| <input type="checkbox"/> Information on HLC processes | <input type="checkbox"/> Presentations on good practices |
| <input type="checkbox"/> Information on persistence and completion | <input type="checkbox"/> Presentations on higher education issues |
| <input type="checkbox"/> Information on quality improvement | <input type="checkbox"/> Professional development for peer reviewers |
| <input type="checkbox"/> Meet with exhibitors | <input type="checkbox"/> Requested to attend by leadership |
| <input type="checkbox"/> Network with other attendees | <input type="checkbox"/> Seeking initial accreditation with HLC |

HLC is offering a mobile app at the annual conference. Please indicate whether you will bring a smartphone or tablet to the conference:*

- Yes No

If yes, please identify device(s):

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Android | <input type="checkbox"/> iPhone |
| <input type="checkbox"/> Blackberry | <input type="checkbox"/> Kindle Fire |
| <input type="checkbox"/> iPad | <input type="checkbox"/> Prefer not to answer |

Are you interested in receiving emails from HLC regarding future events?

- Yes No

Program Selection

	Early Bird Rate On or before January 31	Standard Rate February 1–March 29	On-site Rate March 30–April 4
Pre-conference Programs Friday, March 31–Saturday, April 1			
<input type="checkbox"/> Peer Corps Program (Current HLC Peer Reviewers; pre-registration required) Friday, March 31	\$75 (materials fee)	\$100 (materials fee)	N/A (pre-registration required)
<input type="checkbox"/> Institutional Actions Council (IAC) Annual Meeting (Current IAC Members; by invitation only) Friday, March 31	\$0	\$0	\$0
<input type="checkbox"/> Pathways Workshop Saturday, April 1 <input type="checkbox"/> Standard Pathway <input type="checkbox"/> Open Pathway <input type="checkbox"/> AQIP Pathway <input type="checkbox"/> Candidacy	\$425	\$475	\$575
<input type="checkbox"/> Eligibility Workshop for Non-affiliated Institutions Saturday, April 1	\$500	\$600	\$700
<input type="checkbox"/> Presidents Program (includes General Program) Saturday, April 1–Tuesday, April 4	\$650	\$700	\$800
General Program Sunday, April 2–Tuesday, April 4			
<input type="checkbox"/> Full Program Attendees from HLC-accredited and candidate institutions Attendees from independent companies/organizations	\$500 \$900	\$550 \$1,000	\$650 \$1,200
<input type="checkbox"/> One-Day Pass <input type="checkbox"/> Sunday, April 2 <input type="checkbox"/> Monday, April 3 <input type="checkbox"/> Tuesday, April 4 Attendees from HLC-accredited and candidate institutions Attendees from independent companies/organizations	\$350 \$500	\$400 \$600	\$500 \$650
<input type="checkbox"/> Exhibit Hall Guest Pass (Guests must register on-site and must be age 21 or older.)	N/A	N/A	\$80
<input type="checkbox"/> Tribal College Luncheon (Attendees from HLC-affiliated Tribal Colleges) Monday, April 3	\$0	\$0	\$0

Special Interest Group Meeting Request

Special Interest Group Meetings are informal sessions held during the General Program. They provide attendees an opportunity to share ideas in a small group. Special Interest Group Meetings can be a great way to network with colleagues who share your interest in a specific topic, come from similar institutions or serve in similar roles.

Indicate below if you would like to host a Special Interest Group Meeting at the 2017 annual conference. The conference team will provide meeting space in the Exhibit Hall and will publicize the meeting in the conference program book and mobile app. The person submitting the request will serve as the facilitator for the discussion. All meeting requests are subject to approval by HLC; time slots will be assigned at a later date.

Please note:

- Special Interest Group Meetings are opportunities to share ideas in a small group (no larger than 40).
- Special Interest Group Meetings are not formal presentations, and facilitators are not presenters.
- Special Interest Group Meetings cannot be used for commercial purposes.
- Assessment of student learning is not an appropriate topic, unless the focus is very narrow.
- No audio-visual support is available.
- Special Interest Group Meetings will take place in the Exhibit Hall.

Would you like to facilitate a Special Interest Group Meeting during the General Program?

Yes No

Topic of the Special Interest Group Meeting (no more than 10 words):

Target Audience (no more than 10 words):

Number of Anticipated Attendees:

10–20 20–25 25–40

Preferred Day:

Sunday, April 2 Monday, April 3 Tuesday, April 4

Additional Comments:

Payment Options

Payment via the registration website is required to complete your registration.

HLC accepts Visa, MasterCard, American Express and Discover. A valid Purchase Order (PO) will also be accepted as long as payment is received on or before March 10, 2017. Have an electronic copy of the PO, including the number, ready when beginning the registration process. After March 10, credit cards will be the only form of payment accepted.