



REGISTRATION WORKSHEET

2019 HLC Annual Conference

Roadmaps for Student Success / April 5–9, 2019

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, who will use this information to complete your registration online.

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:

First Name:*

Last Name:*

Job Title:*

Inst./Org:*

Address Line 1:*

Address Line 2:

City:*

State:* _____ ZIP:* _____

Work Phone:* _____ Extension: _____

Mobile Phone: _____

Please Note: Your data privacy and security are important to HLC. During the registration process, all individuals will be required to review and accept HLC's data use policies with regard to the annual conference. Please review HLC's [privacy policy](#) for more information.

Badge Information

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

First Name:*

Last Name:*

Dietary and Special Needs

Pursuant to the Americans With Disabilities Act, please indicate any food allergies or dietary restrictions:*

- Not Applicable
- Gluten Free
- Pescatarian
- Kosher
- Lactose Intolerant
- No Red Meat/Pork
- Other (e.g., severe allergies). Please explain:
- Vegetarian (incl. dairy, eggs)
- Vegan (plant-based diet)
- Shellfish/Seafood Allergy
- Nut Allergy

Identify any special need(s):

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

Emergency Contact Information

Full Name:* _____

Contact Number:* _____

Relationship to You:* _____

Profile Information

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

- | | |
|--|--|
| <input type="checkbox"/> Academy Member | <input type="checkbox"/> Chief Executive Officer |
| <input type="checkbox"/> Academy Mentor | <input type="checkbox"/> Data Update Coordinator |
| <input type="checkbox"/> Accreditation Liaison Officer | <input type="checkbox"/> IAC Member |
| <input type="checkbox"/> Assurance System Coordinator | <input type="checkbox"/> Peer Reviewer |
| | <input type="checkbox"/> 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"/> Faculty Member |
| <input type="checkbox"/> Assessment Administrator | <input type="checkbox"/> Finance/Operations/ Budget Administrator |
| <input type="checkbox"/> Chief Academic Officer | <input type="checkbox"/> Institutional Research Administrator |
| <input type="checkbox"/> Chief Executive Officer | <input type="checkbox"/> Legal/Governmental Affairs Administrator |
| <input type="checkbox"/> Chief Operations Officer | <input type="checkbox"/> Library/Learning Resources Administrator |
| <input type="checkbox"/> College/School Within Institution Administrator | <input type="checkbox"/> Other Academic Officer |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Planning Administrator |
| <input type="checkbox"/> Department Administrator | <input type="checkbox"/> Technology Administrator |
| <input type="checkbox"/> Development/ Public Relations Administrator | <input type="checkbox"/> Trustee |
| <input type="checkbox"/> Distance Learning Administrator | <input type="checkbox"/> None |

Does your institution have a comprehensive evaluation or Assurance Review scheduled between June 2019 and August 2020?*

- Yes No

Have you 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"/> Email | <input type="checkbox"/> Postcard |
| <input type="checkbox"/> HLC staff | <input type="checkbox"/> Referred by colleague |
| <input type="checkbox"/> HLC website | <input type="checkbox"/> Other |
| <input type="checkbox"/> HLC's Twitter or LinkedIn account | |

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

- | | |
|--|--|
| <input type="checkbox"/> General interest/ professional development | <input type="checkbox"/> Opportunities to meet with HLC staff liaison |
| <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 quality improvement | <input type="checkbox"/> Presentations on higher education issues |
| <input type="checkbox"/> Information on student success | <input type="checkbox"/> Presenting at the conference |
| <input type="checkbox"/> Meet with exhibitors | <input type="checkbox"/> Professional development for peer reviewers |
| <input type="checkbox"/> Network with other attendees | <input type="checkbox"/> Requested to attend by leadership |
| <input type="checkbox"/> Opportunities to hear from HLC staff | <input type="checkbox"/> Seeking initial accreditation with HLC |

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

- Yes No

Would you like to be contacted by conference sponsors and exhibitors prior to the event?*

- Yes, by email Yes, by mail No

Program Selection

Pre-conference Programs

Friday, April 5–Saturday, April 6

Early Bird Rate
Before February 4

Standard Rate
February 5–April 3

On-site Rate
April 4–9

<input type="checkbox"/> Peer Corps Program Friday, April 5 Current HLC peer reviewers; limit 600	\$85 (materials fee)	\$105 (materials fee)	N/A
<input type="checkbox"/> Institutional Actions Council (IAC) Annual Meeting Friday, April 5 Current IAC members; by invitation only	\$0	\$0	\$0
<input type="checkbox"/> Accreditation Workshop Saturday, April 6 <input type="checkbox"/> Standard Pathway <input type="checkbox"/> Open Pathway <input type="checkbox"/> AQIP Pathway <input type="checkbox"/> Candidacy	\$475	\$575	\$675
<input type="checkbox"/> Eligibility Workshop for Non-affiliated Institutions Saturday, April 6	\$500	\$600	\$700
<input type="checkbox"/> Presidents Program Saturday, April 6–Tuesday, April 9 Includes General Program	\$650	\$750	\$850
<input type="checkbox"/> Supporting Student Success Workshop Saturday, April 6 Attendees from HLC-accredited and candidate institutions Attendees from independent companies/organizations Limit 60	\$500 \$575	\$600 \$675	On-site registration not available

General Program

Sunday, April 7–Tuesday, April 9

<input type="checkbox"/> Full Program Attendees from HLC-accredited and candidate institutions Attendees from independent companies/organizations	\$550 \$975	\$650 \$1,150	\$750 \$1,300
<input type="checkbox"/> Sunday Lunch in Riverside Hall Price includes lunch and drink. Limited availability; pre-purchase required.		Before March 22: \$15	
<input type="checkbox"/> Peer Corps Diversity Initiative Reception Sunday, April 7 Registration includes one drink. Space is limited; pre-registration required.		\$10	
<input type="checkbox"/> One-Day Pass <input type="checkbox"/> Sunday, April 7 <input type="checkbox"/> Monday, April 8 <input type="checkbox"/> Tuesday, April 9 Attendees from HLC-accredited and candidate institutions	\$375	\$475	\$575

Special Interest Group Meeting Request

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

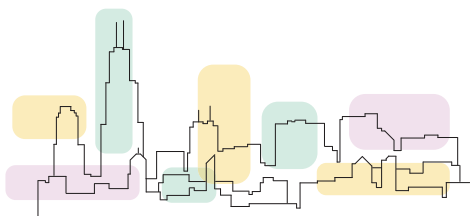
Indicate below if you would like to host a Special Interest Group Meeting at the 2019 annual conference. The conference team will provide meeting space in Riverside Hall and will publicize the meeting in the conference program book and mobile app. The person submitting the request will serve as the facilitator 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 considered 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.

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:

Preferences will be accommodated on a first-come, first-served basis, subject to availability.

Sunday, April 7 Monday, April 8

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 15, 2019. Have an electronic copy of the PO, including the number, ready when beginning the registration process. After March 15, credit cards will be the only form of payment accepted.

