



National Student Advocacy Conference

March 16-19, 2024 • 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

Name _____

Title _____

Email _____

Phone _____ Cell Phone _____

REGISTRATION RATES

Early Bird - Member* - \$439 person / *registered and paid* by December 31, 2024

Early Bird - Non -Member* - \$489 person / *registered and paid* by December 31, 2024

Regular - Member* - \$500 person / registered by February 9

Regular - Non - Member* - \$575 person / registered by February 9

Late - Member & Non-Member - \$650 person / registration received after February 9

* membership is \$450 per campus and runs from September 1 to August 31, regardless of when payment is received

ATTENDEE INFORMATION

Number of Attendees _____

Total Conference Fees _____

(Multiply conference rate by Number of Attendees)

ASACC Membership (enter 0 or \$450) _____

Total Due _____

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

PAYMENT INFORMATION

If you are registering as an EARLY BIRD, payment must be received by December 31, 2023 or 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 send a credit card invoice for the total amount due (an additional 5% convenience fee will be charged)

If you have questions regarding the conference, registration, the schedule, or anything else please

contact our office at 801-368-2289 or info@asacc.org



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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 5, 2024. Cancellations made after January 5, 2024, are subject to a \$150 service charge, per person, until February 9, 2024. Those canceling after February 9, 2024, 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 any time 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 enroute 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 confirmation in that time period. Once 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 \$450 will be charged for your 2023-24 membership dues. If you have questions regarding the status of your membership, please contact our office.

Any conference payments received after April 1, 2024, 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
_____	_____	_____
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You can change attendee names at any time by emailing info@asacc.org. Information regarding the conference will be emailed to college contact listed on the first page and should be distributed to other attendees as needed.

Submit forms via email, fax, or mail to:

ASACC Business Office Email - info@asacc.org
2279 North University Parkway, #165 Fax - 801-406-4385
Provo, UT 84604

If you have any questions, please contact us at 801-368-2289.