

2008 NCLCA Conference Registration Form

COVER SHEET FOR GROUPS OR INSTITUTIONAL REGISTRATIONS

~~Early Registration is not complete until payment is made by 9/12/08~~

Conference fee includes events and meals (additional fees for pre- and post- conference institutes & Wed. Luncheon)

PRIMARY CONTACT FOR GROUP OR INSTITUTIONAL REGISTRATION

Name: _____ College/Univ. _____

Are you registering as: Group Institutional (up to 5 with one NCLCA membership - \$850)
Institutional registration closes on September 12th. All payments must be received by that date.

Contact Information (if different than your Individual registration)

Address 1: _____ Address 2: _____ City/State/Zip: _____

Daytime Phone: _____ Evening Phone: _____ Fax: _____

E-mail: _____

List your group/institution members, include you – **A completed Individual registration form must be included with this cover sheet for each person listed:**

	First Name	Last name	Email Address
1.			
2.			
3.			
4.			
5.			
*6.			
*7.			

* up to 5 may register with Institutional pricing. Additional registrants pay individual registration fees

Morning Pre-Conference Institute B - team registration portion

All other selections must be made on Individual Registration forms. For PreCon B pricing, refer to pricing guide on page 2 of Cover Sheet.

(B) NCLCA Mentors helping you! **Wednesday, October 1 8:30am to 11:30am**

Which mentor is your group selecting?

(1) _____ Dvorak (2) _____ Harris (3) _____ May (4) _____ Wilson

If participant list is different than above, please note differences here:

<p>Send Cover Sheet(pg 1), Individual Registrations and payment to: Tammy Pratt, Director Assessment & Learning Center University of Oklahoma/NCLCA Carnegie Building, Room 200 650 Parrington Oval Norman, OK 73019</p>	<p>Check Payable to NCLCA US Identification # 39-1641695</p> <p><u>Your Early Registration is not complete without payment.</u></p> <p><i>For discounts to apply your <u>payment must arrive by 9/12/08</u>, otherwise On-Site individual registration fees apply after this deadline.</i></p>
---	--

**TO ASSIST IN CALCULATING COST FOR YOUR GROUP OR INSTITUTIONAL
REGISTRATION, BELOW IS A GUIDE AS YOU CONSIDER THE PRE-CONFERENCE
SESSIONS OF YOUR INDIVIDUAL REGISTRATIONS.**

Contact David Reedy to confirm total fees.

David Reedy, The Learning Center
4240 Campus Drive, Rhodes State College, Lima, OH 45804
(419) 995-8049, reedy.d@rhodesstate.edu

<i>Conference Institute Pricing</i>		Deal 1	Deal 2
	Conference Institutes A,C,E,F, G,H	2 institutes A,C,E,F, G,H	3 institutes A,C,E,F, G,H
Each Person	50.00	90.00	125.00
# Attending	B only **	Conference Institutes EFGH	Conference Institutes EFGH
1	-	90.00	125.00
2	47.50 per	87.50 per	122.50 per
3	43.33 per	83.33 per	118.33 per
4, 5	40.00 per	80.00 per	115.00 per
**In order for the special pricing each must register for the same portion of Institute B (e.g. B-May, or B-Wilson)			

Travel Information:

Memphis International: www.mscaa.com

**TennCo: Provides Shuttle \$26 round trip~ www.tenncoexpress.com

Memphis Marriott Downtown: 250 N. Main St. Memphis, Ten 38103 (901) 527-7300 (888) 557-8740

<http://www.marriott.com/hotels/travel/memdt-memphis-marriott-downtown/>

Use the **promotional code:** NCLCA to get your special rate of \$149/night

If you would like to share expenses, please contact Dr. Elaine Richardson at ERCHRDS@clermson.edu who will assist in connecting you to another attendee.

NCLCA Conference Refund Policy:

NCLCA will consider refund requests until September 25, 2008 (7 days prior to the start of the conference). Please request your refund in writing from the NCLCA Vice President (Reedy.D@RhodesState.Edu). There will be a \$25 processing charge. From 7 days prior to the start of the conference until the day after the conference, NCLCA will consider refund requests only in situations such as serious personal illness or a death in the family. An additional \$25 amount will be deducted due to unrecoverable food costs.