

2010-2011 KACADA Membership
2011 KACADA Conference Registration
 "Promoting a Culture of Student Success"
April 5-6, 2011

*Please note that you are not able to use the tab feature when typing within the form, and in order to check a box on the form you need to double click on the box, and then choose the "checked" option.

Name _____ Badge Name _____
 Job Title _____
 Institution _____
 Address: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Day Phone: _____ Evening Phone: _____
 Fax: _____ Email Required: _____

Years Advising

How long have you been advising?
 < 3 yrs
 3-5 yrs
 6-10 yrs
 11-15 yrs
 15+ yrs

Educational Setting

4 - Year Public Institution
 4 - Year Private Institution
 2 - Year Community / Technical College
 Other _____

Committee Membership

Conference Planning Committee
 Communications Committee
 Elections Committee
 Membership Committee
 Professional Development Committee
 Marketing and Public Relations Committee

Special Requests

I am a vegetarian
 List physical accessibility need: _____

Participants with physical needs should contact Carol Alicie at carol.alicie@wku.edu to make arrangements.
Please contact hotel directly for sleeping room requirements.

Membership/Registration

	on or before January 15th	after January 15th
<input type="checkbox"/> conference registration + KACADA membership	\$150	\$170
<input type="checkbox"/> conference registration + KACADA membership (student)	\$150	\$160
<input type="checkbox"/> conference registration (membership already paid)	\$130	\$150
<input type="checkbox"/> KACADA membership ONLY (student)	\$10	\$10
<input type="checkbox"/> KACADA membership ONLY	\$20	\$20
<input type="checkbox"/> pre-conference registration	\$25	\$35

Total Due \$ _____

Method of Payment

Check # _____ PO # _____ (copy of Purchase Order must be attached)
 Credit Card Visa MasterCard American Express Discover

Card # _____ Expiration date: _____
 Print Card Holder's Name _____
 Card Holder's Signature _____
 For Office Use Only: Initials: _____ Date: _____ CK#/Amt. _____ Deposit # _____

Conference Information (KEEP FOR YOUR RECORDS)

For further information please visit www.kacada.org, or e-mail one of the conference Co-Chairs, Carol Alicie (carol.alicie@wku.edu) or Benton Shirey (benton.shirey@eku.edu).

Please submit your registration form and payment via fax or mail.

Fax: 859-622-5887

Mail: Megan Larabell
Eastern Kentucky University
521 Lancaster Ave.
Student Services Building, Room 333
Richmond, KY 40475
Phone: 859-622-7365 with questions

Important Registration Information

When you submit this registration form to your business office please fax a copy to KACADA at (859)323-8495.

Often, there is a significant amount of time between your submission to your business office and the receipt at our KACADA office, so if you fax it to us, we can enter it into our conference information, send you a confirmation of receipt and update the conference planners.

Photos

Registration in this meeting authorizes KACADA to include you in event photos to be shared with the group or in promotional materials in the future. If you wish to opt out of these photos, please e-mail your request to carol.alicie@wku.edu.

Cancellation and Refund Policy

- Written notice to Carol Alicie at carol.alicie@wku.edu is required for conference registration cancellation before February 15, 2011. Telephone requests will not be honored.
- A refund request received or postmarked by the early discount date will receive a full refund minus a \$50 handling fee.
- Refund checks or credits will be issued four to six weeks after the conference.
- Membership fees will be retained.
- If an individual is unable to attend institutions are encouraged to substitute another member.
- Cancellations made after February 15, 2011 will not be eligible for refunds.

Payment Methods

Payment can be made by check, money order, credit card (MasterCard, Visa, or American Express). **Purchase orders are accepted, but you must include a paper copy of the purchase order with your registration.** A service/processing fee of US \$50 per registration will be assessed for returned checks, or changes in payment method or credit card after initial payment is processed.

Registration Methods

All individuals, including program presenters, attending the conference must pay a registration fee. Student rates are for full-time students only. Those who are employed full-time and are taking courses are not eligible for these rates.

On-site Registration

Attendees are strongly encouraged to register prior to the conference to assure space and correct materials are available and to avoid unnecessary delays; however, on-site registration will be available.

ADA

KACADA complies with ADA requirements. Please e-mail the designated contact with physical accessibility needs at least 6 weeks prior to the conference.

KACADA Membership

The benefits to being a member of KACADA are many and include: networking with other academic advisors, engaging in the annual KACADA conference that will provide programming on issues and topics critical to advancing advising in our universities state-wide, and receiving a biannual e-journal that summarizes effective advising practices and updates you on advising events in the state and region, as well as on the national level. In addition to participating in these activities, you can also contribute your ideas and grow professionally by writing an article for our e-journal or by presenting a paper at the annual KACADA conference.

E-mail Address Required

Your e-mail address is required because KACADA communication is done electronically. It is essential we have your e-mail address so you may receive a confirmation that this registration has been processed, as well notifications of important information in the future.