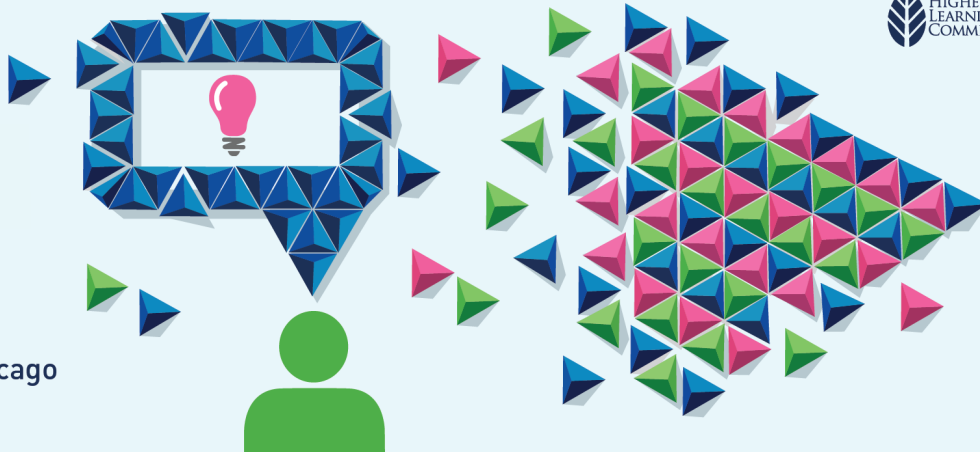


CONFERENCE REGISTRATION WORKSHEET

2022 HLC Annual Conference
April 1–5, 2022 / Hyatt Regency Chicago



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 one of the following options:*

- General Attendee
- President/CEO
- HLC Peer Reviewer

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

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

- HLC Member Institution
- HLC Member Tribal College
- Non-member 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:* _____ Extensions: _____
 Mobile Phone:* _____



DATA AND PRIVACY

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.

Note: Fields with an asterisk are required fields. Registration cannot be completed without the required information.

Emergency Contact Information

Please provide emergency contact information below (in-person attendees only):*

Full Name:* _____

Contact Phone Number:* _____

Dietary and Special Needs

Please indicate any dietary needs. HLC will use its best efforts to accommodate special requests.

- | | |
|---|---|
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Vegetarian |
| <input type="checkbox"/> Gluten Free | <input type="checkbox"/> Vegan (plant-based diet) |
| <input type="checkbox"/> Pescatarian | <input type="checkbox"/> Shellfish/Seafood Allergy |
| <input type="checkbox"/> Lactose Intolerant | <input type="checkbox"/> Nut Allergy: |
| <input type="checkbox"/> No Red Meat/Pork | <input type="checkbox"/> Other (e.g. severe food allergy) Please explain: |

HLC is committed to making all reasonable accommodations that will allow participants to fully participate in the conference. **Please indicate any special needs you might have while at the conference. An HLC staff member will contact you to discuss any needs specified below.**

Profile Information

Select your role(s) in your institution's relationship to HLC:* Select 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"/> IAC Member | <input type="checkbox"/> Accreditation Liaison Officer |
| <input type="checkbox"/> Peer Reviewer | <input type="checkbox"/> Assurance System Coordinator |
| <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 2022 and August 2023?*

- Yes No

Have you previously attended an HLC annual conference?*

- Yes No

How did you hear about the annual conference?*

Select all that apply.

- | | |
|--|--|
| <input type="checkbox"/> HLC staff | <input type="checkbox"/> HLC website |
| <input type="checkbox"/> Postcard | <input type="checkbox"/> Email |
| <input type="checkbox"/> Referred by Colleague | <input type="checkbox"/> HLC Twitter or LinkedIn account |
| <input type="checkbox"/> Other | |

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

- | | |
|--|--|
| <input type="checkbox"/> General interest/professional development | <input type="checkbox"/> Preparing for upcoming accreditation review |
| <input type="checkbox"/> Information on assessment of student learning | <input type="checkbox"/> Presentations of good practices |
| <input type="checkbox"/> Information on HLC processes | <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"/> 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 affiliation |
| <input type="checkbox"/> Opportunities to hear from HLC staff/
connect with the HLC Community | <input type="checkbox"/> Exploring membership with HLC |
| <input type="checkbox"/> Opportunities to meet with HLC liaison | |

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

- Yes No

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

- Yes, by email Yes, by mail No

Program Selection

PRE-CONFERENCE PROGRAMS

Event	Early Bird Rate <small>Oct 4, 2021–Feb 1, 2022</small>	Standard Rate <small>Feb 2–Mar 31, 2022</small>	On-site Rate <small>April 1–5, 2022</small>
Friday, April 1			
<input type="checkbox"/> Seeking Accreditation Workshop (Virtual)	\$350	\$425	\$550
Saturday, April 2			
<input type="checkbox"/> Peer Corps Program (materials fee; current reviewers only)	\$100	\$125	N/A
<input type="checkbox"/> Presidents Program (includes General Program)	\$700	\$800	\$900
<input type="checkbox"/> Effective Administrators Workshop (limit 100)	\$475	\$575	N/A
<input type="checkbox"/> Supporting Student Success Workshop (limit 100)	\$475	\$575	N/A

GENERAL PROGRAM (SATURDAY, APRIL 2–TUESDAY, APRIL 5)

Category Type	Early Bird Rate	Standard Rate	On-site Rate
<input type="checkbox"/> General Attendee	\$600	\$700	\$800
<input type="checkbox"/> General Attendee –Virtual	\$450	\$550	\$650
<input type="checkbox"/> Independant Company/Organization (All days)	\$800	\$900	\$1000

AFFILIATED EVENTS

Description	Early Bird Rate	Standard Rate	On-site Rate
<input type="checkbox"/> Welcome Reception	\$15	\$20	\$25
<input type="checkbox"/> Sunday Lunch	\$25	\$25	N/A

Interest in Share Fair Participation

The conference Share Fair, set to take place during the General Program, provides an opportunity for attendees to learn from institutions that have successfully completed an accreditation process. Representatives of institutions will describe their experience and answer questions through informal discussion at the Annual Conference as well as being listed as a resource in HLC’s annual Resource Guide. HLC will select institutions for participation based on several factors, such as institutional type, accreditation process and event space, to provide attendees with a comprehensive diversity of options.

- | | |
|---|---|
| <input type="checkbox"/> Standard Pathway Comprehensive Evaluation | <input type="checkbox"/> Multi-campus visit |
| <input type="checkbox"/> Open Pathway Comprehensive Evaluation | <input type="checkbox"/> Additional Location Confirmation Visit |
| <input type="checkbox"/> Standard Pathway Comprehensive Evaluation with Embedded Change | <input type="checkbox"/> Multi-location Visit |
| <input type="checkbox"/> Open Pathway Comprehensive Evaluation with Embedded Change | <input type="checkbox"/> Open Pathway Assurance Review |
| <input type="checkbox"/> Change Visit | <input type="checkbox"/> Open Pathway Quality Initiative |
| <input type="checkbox"/> Financial Indicator Review | <input type="checkbox"/> Sanctions, Notice, Probation or Show Cause Visit |
| <input type="checkbox"/> Non-Financial Indicator Review | <input type="checkbox"/> Interim Report |
| <input type="checkbox"/> Institutional Change Visit | <input type="checkbox"/> Change of Control |
| <input type="checkbox"/> Campus Evaluation Visit | <input type="checkbox"/> Advisory Visit |
| | <input type="checkbox"/> Focused Visit |

In order to share a specific accreditation process, it is preferred that an institution has undergone the selected process within the past 18 months. Has your institution undergone the selected process since October 2020? (Select one.)

- Yes No

Note: HLC will select institutions interested in participating in the 2022 Share Fair in February 2022 and provide them with information regarding their participation.

Cancellation Policy

All cancellation requests must be sent to HLC in writing using the online cancellation form. Refunds resulting from cancellations will be based on the following dates:

- Cancellations requested on or before January 10, 2022, will be eligible for a full refund less a \$75 processing fee per person.
- Cancellations requested between January 11, and March 31, 2022, will be eligible for a 50% refund less a \$75 processing fee per person.
- No-shows or cancellations requested on or after April 1, 2022, are not eligible for a refund.

Transfer/Replacement Policy

If a registered attendee is unable to attend the Conference, their registration may be transferred to another person who is not already registered for the Conference at the same institution or organization at no additional charge. Transfers can be made by calling 866.497.1232.

Refund Policy

Credit card refunds will be processed within three to five business days. Check refunds will be processed within 15 business days of receiving the request.