

# **REGISTRATION WORKSHEET**

**HLC 2023** Annual Conference

March 25-28 | Chicago, IL



#### **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.

Visit <u>hlcommission.org/conference</u> for additional information.

### **Registration Type**

Please select from 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 late 2022.

## 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:*	
Mobile Phone*	

### **Data and Privacy**

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.

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

	<b>Emergency</b>	Contact	Inform	nation
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Please provide emergency contact information below

Full Name\*

Contact Number\*

### **Dietary and Special Needs**

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

Not Applicable

Gluten Free

Pescatarian

Lactose Intolerant

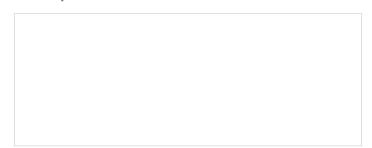
Vegan (plant-based diet)

Shellfish/Seafood Allergy

Nut Allergy

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 with HLC\* (check all that apply):

Academy Member Chief Executive Officer

Academy Mentor Data Update

IAC Member Coordinator

Peer Reviewer Accreditation Liaison

Officer

None Assurance System

Coordinator

Select the category that best describes your primary role at your institution:\*

Admissions/Student Distance Learning
Affairs/ Student Services Administrator
Administrator

Assessment Finance/Operations/

Administrator

Budget Administrator

Chief Academic Officer

Institutional Research

Chief Executive Officer Administrator

Chief Operations Officer Legal/Governmental Affairs Administrator

College/School with
Institution Administrator

Library/Learning

Resources Administrator

Consultant

Department Other Academic Officer

Administrator Planning Administrator

Development/Public Technology Administrator

Relations Administrator Trustee

None

Does your institution have a comprehensive evaluation or Assurance Review scheduled between June 2023 and August 2024?\*

Yes No

### Have you previously attended an HLC annual conferences?\*

Yes No

Number of years attended:

#### How did you hear about the annual conference?\*

HLC staff HLC website

Postcard Email

Referred by Colleague HLC Twitter or LinkedIn

Other

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

General interest/ Opportunities to meet professional with HLC liaison

development Preparing for upcoming
Information on accreditation review

assessment of student Presentations of good

learning practices

Information on HLC Presentations on higher processes

education issues

Information on student Presenting at the

Information on quality

improvement Professional

Meet with exhibitors development for peer reviewers

reviewers

Network with other Requested to attend by

attendees leadership

Opportunities to Exploring membership

connect with the HLC with HLC

Community

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

Yes No

## Would you be open to being contacted by event sponsors and exhibitors prior to the event? \*

Yes, by email

Yes, by mail (using the address provided in the attendee profile)

No

#### **Cancellations**

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 20, 2023 will be eligible for a full refund less a \$75 processing fee per person.
- Cancellations requested between January 21 and March 24, 2023 will be eligible for a 50% refund less a \$75 processing fee per person.
- No-shows or cancellations requested on or after March 25, 2023 are not eligible for a refund.

### **Registration Transfers**

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.

#### Refunds

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

### **Program Selection**

<b>Pre-conference Programs</b> Saturday, March 25, 2023	<b>Early Bird Rate</b> Through Feb. 3	Standard Rate Feb. 4–Mar. 23	On-site Rate March 24–28
Seeking Accreditation Workshop	\$476	\$475	N/A
Peer Review Updates and Training (Materials fee; current Peer Reviewers only)	\$100	\$100	N/A
Supporting Student Success Workshop (limit 200)	\$475	\$475	N/A
Effective Administrators Workshop (limit 100)	\$475	\$575	N/A
Conversations with Presidents and Trustees (includes G	eneral Program)		
Member	\$700	\$800	\$900
Non-member	\$900	\$1,000	\$1,100
<b>General Program</b> Sunday, March 26–Tuesday, March 28	Early Bird Rate Through Feb. 3	Standard Rate Feb. 4–Mar. 23	<b>On-site Rate</b> March 24–28
General Attendee – Member	\$700	\$800	\$900
General Attendee – Non-member	\$900	\$1,100	\$1,100
Peer Reviewer	\$700	\$800	\$900
<b>Affiliated Events</b> Sunday, March 26–Tuesday, March 28	Early Bird Rate Through Feb. 3	Standard Rate Feb. 4–Mar. 23	On-site Rate March 24–28
Welcome Reception	\$15	\$15	\$15
Sunday Lunch (available through Feb. 24, 2023)	\$25	\$25	N/A
Tribal College Luncheon	N/A	N/A	N/A