



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 hlcommission.org/conference 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:* _____ Extension: _____

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.

Emergency Contact Information

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	Vegan (plant-based diet)
Gluten Free	Shellfish/Seafood Allergy
Pescatarian	Nut Allergy
Lactose Intolerant	Other (e.g. severe food allergy) Please explain:
Vegetarian	

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 Coordinator
IAC Member	Accreditation Liaison Officer
Peer Reviewer	Assurance System Coordinator
None	

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

Admissions/Student Affairs/ Student Services Administrator	Distance Learning Administrator
Assessment Administrator	Faculty Member
Chief Academic Officer	Finance/Operations/ Budget Administrator
Chief Executive Officer	Institutional Research Administrator
Chief Operations Officer	Legal/Governmental Affairs Administrator
College/School with Institution Administrator	Library/Learning Resources Administrator
Consultant	Other Academic Officer
Department Administrator	Planning Administrator
Development/Public Relations Administrator	Technology 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 account
Other	

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

General interest/ professional development	Opportunities to meet with HLC liaison
Information on assessment of student learning	Preparing for upcoming accreditation review
Information on HLC processes	Presentations of good practices
Information on student success	Presentations on higher education issues
Information on quality improvement	Presenting at the conference
Meet with exhibitors	Professional development for peer reviewers
Network with other attendees	Requested to attend by leadership
Opportunities to connect with the HLC Community	Exploring membership with HLC

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

Pre-conference Programs

Saturday, March 25, 2023

Early Bird Rate
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 General Program)			
Member	\$700	\$800	\$900
Non-member	\$900	\$1,000	\$1,100

General Program

Sunday, March 26–Tuesday, March 28

Early Bird Rate
Through Feb. 3

Standard Rate
Feb. 4–Mar. 23

On-site Rate
March 24–28

General Attendee – Member	\$700	\$800	\$900
General Attendee – Non-member	\$900	\$1,100	\$1,100
Peer Reviewer	\$700	\$800	\$900

Affiliated Events

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