

Registration Worksheet



2024 HLC Annual Conference

Higher Ground: The future of higher education

April 13–16 | Chicago



Do not submit this worksheet to HLC. This is not a registration form and should be used only for gathering information. Your institution's registration coordinator should complete registration online at hlcommission.org/conference.

Presenting at the conference?

Presenters should register individually using the link in their acceptance email.

First Name _____

Last Name _____

Email Address _____

Welcome

Select all that apply

- Member Institution
- Non-Member Institution
- Tribal College
- Peer Reviewer
- President/Trustee
- Independent Organization
- New Team Chair
- Active (Not Retired)
- Retired

Attendee Contact Information

Contact Information

Verify Email Address _____

CC Email Address _____

Job Title _____

Institution _____

Company (if applicable) _____

Address

Address _____

Address 2 _____

Country/Region _____

City _____

State: _____ ZIP: _____

Phone Number: _____ Extension: _____

Mobile Phone _____

Preferred Pronouns _____

Your selected pronouns will appear on your name badge at the Conference unless you indicate "prefer not to say"

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 Notice](https://hlcommission.org/privacy-notice) for more information.

Profile Information

Select your role(s) in your relationship to HLC (check all that apply)

- Academy Member
- Academy Mentor
- IAC Member
- Peer Reviewer
- Institutional Contact: Accreditation Liaison Officer
- Institutional Contact: Assurance System Coordinator
- Institutional Contact: Chief Executive Officer
- Institutional Contact: Data Update Coordinator
- None

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

- Admissions/Student Affairs/Student Services Administrator
- Assessment Administrator
- Chief Academic Officer
- Chief Executive Officer
- Chief Operations Officer
- College/School within Institution Administrator
- Consultant
- Department Administrator
- Development/Public Relations Administrator
- Distance Learning Administrator
- Faculty Member
- Finance/Operations/Budget Administrator
- Institutional Research Administrator
- Institutional Trustee
- Legal/Governmental Affairs Administrator
- Library/Learning Resources Administrator
- Other Academic Officer
- Planning Administrator
- Technology Administrator
- None

Does your institution have a comprehensive evaluation or Assurance Review scheduled between June 2024 and August 2025?

- Yes No I Don't Know

Have you previously attended an HLC Annual Conference?

- Yes Please indicate the number of years attended _____
No

How did you hear about the annual conference? (check all that apply)

- Email
- HLC staff
- HLC website
- Referred by colleague
- HLC's social media accounts
- Other Please specify _____

Identify your reasons for attending this annual conference (check up to three)

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

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

Yes No

Are you open to being contacted by event sponsors prior to the event?

Yes No

Please indicate any special dietary needs. HLC staff will do their best to accommodate special requests. An HLC staff member may contact you to discuss any request specified below.

- Not applicable
- Lactose Intolerant
- Gluten free
- Vegan (plant-based diet)
- Vegetarian (meals may include dairy/egg products)
- Pescatarian
- Shellfish/seafood allergy
- Nut Allergy
- No red meat/pork
- Other (e.g., severe allergies; please explain below)

HLC is committed to making all reasonable accommodations that will allow participants to fully participate in the conference. Please indicate any accommodation needs or other special requests. An HLC staff member will contact you to discuss further.

Identify any special needs:

Emergency Contact Information

HLC will contact the individual named below only in the case of a personal emergency occurring on-site at the conference.

Full Name _____

Contact Number _____

Relationship to you _____

Please see the next page for program selection.

Cancellations

If you can no longer attend the conference, please submit a [cancellation request](#) on HLC’s website. Refunds resulting from cancellations will be based on these dates:

- Cancellations requested on or before January 29, 2024 will be eligible for a full refund less a \$75 processing fee per person.
- Cancellations requested between January 30 and April 11, 2024 will be eligible for a 50% refund less a \$75 processing fee per person.
- No-shows or cancellations requested on or after April 12, 2024 are not eligible for a refund.

Registration Transfers

If you've registered and can no longer attend the conference, your registration may be transferred to another person at the same institution or organization at no additional charge. Transfers can be made by calling 866.497.1232.

Program Changes

A \$75 processing fee will be charged for all requests to remove a pre-conference program from an existing conference registration. Attendees will be refunded the cost of the program, less the processing fee, on or before April 11, 2024. No refunds for requests to remove a program from an existing registration will be issued on or after April 12, 2024.

Changes to Meal Functions

If you no longer wish to attend a paid meal function, a full refund will be granted if the individual event is cancelled on or before April 8, 2024. On or after April 9, 2024 the full, standard conference cancellation will apply.

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

| Program | Early Bird Rate <i>Through Jan. 29</i> | Regular Rate <i>Jan. 30–April 11</i> | On-Site Rate <i>April 12–16</i> |
|--|---|---|------------------------------------|
| General Program – April 13–16, 2024 | | | |
| General Program | \$725 Member \$925 Non-Member | \$825 Member \$1,025 Non-Member | \$925 Member \$1,125 Non-Member |

▶ **Attending a pre-conference program?** You'll automatically receive a discount on the General Program. See HLC's [conference registration fee page](#) for full pricing details.

| Pre-Conference Programs – April 13, 2024 | | | |
|--|-------|-------|---------|
| Seeking Accreditation Workshop <i>(Non-Member Institutions Only)</i> | \$475 | \$475 | \$475 |
| Conversations with Presidents & Trustees <i>(Includes General Program, Presidents and Trustees Only)</i> | \$800 | \$900 | \$1,000 |
| Effective Administrators Workshop | \$475 | \$575 | N/A |
| Peer Review Updates & Training <i>(Current Peer Reviewers Only)</i> | \$150 | \$150 | N/A |
| Centering Learning Workshop | \$250 | \$350 | N/A |

| Additional Options | | | |
|--|------|------|------|
| Saturday First-Time Attendee Orientation | N/A | N/A | N/A |
| Saturday Welcome Reception | \$15 | \$15 | \$15 |
| Sunday Lunch | \$25 | \$25 | \$25 |
| Monday Tribal College Luncheon <i>(Tribal College Representatives Only)</i> | N/A | N/A | N/A |