

**STEP ONE: Contact Information** – Please make sure this information is complete as it will be used for the attendee roster and your name badge. **Please type or print clearly.**

First Name	M.I.	Last Name	Name Preferred on Name Badge
Institution			
Address			
City, State, Zip			Country
Phone	Fax	E-mail	

**STEP TWO: General Information**

Special Needs (dietary, accessibility, etc.) Please also include special needs of any guests:

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**EMERGENCY CONTACT (required):** In case of an emergency at the conference, please contact (Name/ Telephone Number/Relationship):

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**Please indicate your length of NAGAP membership here:**

- New member
- 2-5-year member
- 6-10-year member
- 11-15-year member
- 16-20-year member
- 21-24-year member
- 25-year member

**Indicate the number of Annual Conferences you have attended here:**

- First conference
- 2-5 conferences
- 6-10 conferences
- 11-15 conferences
- 16-20 conferences
- 21-24 conferences
- 25 conferences

**STEP THREE: Membership**

**Current Members:** Save time – Renew your membership dues for 2012-2013 today!

If you are a current NAGAP member, your dues will expire on June 30, 2012. The NAGAP membership period runs from July 1 – June 30, but you can renew for the next year at this time.

- Individual (\$150)
- Institutional (\$200)
- Affiliate (\$150)
- Retired (\$50)

**New Members:** Join NAGAP at this time and take advantage of member conference registration rates below. Your membership will take effect on July 1, 2012.

- Individual (\$150)
- Institutional (\$200)
- Affiliate (\$150)
- Retired (\$50)

**STEP FOUR: Conference Registration Fees**

**Pre-Conference Institute (PCI):**  
 Current/New Member . . . . . \$185  
 Non-Member . . . . . \$235

**Early-Bird Conference Deadline: (Register by March 2, 2012)**  
 Current/New Member . . . . . \$450  
 Non-Member . . . . . \$625

**Conference Registration: (March 3 – April 2, 2012)**  
 Current/New Member . . . . . \$525  
 Non-Member . . . . . \$700

**On-Site Registration: (On/after April 3, 2012)**  
 Current/New Member . . . . . \$575  
 Non-Member . . . . . \$750

**Single-Day Registrations:**

*Prices include continental breakfast, lunch/brunch and refreshment breaks.*

Single-day registration fee does **NOT** include A Night Under the Lone Star Off-Site Event. This can be purchased under Guest(s)/Single-Day Attendee Fees.

**Thursday, April 26, 2012**

- Current/New Member . . . \$275
- Non-Member . . . . . \$365

**Friday, April 27, 2012**

- Current/New Member . . . \$275
- Non-Member . . . . . \$365

**Saturday, April 28, 2012**

- Current/New Member . . . \$150
- Non-Member . . . . . \$185

**STEP FIVE: Guest(s)/Single-Day Attendee Fees**

Note: These items are already included for full registrations. Breakfast, breaks and lunch are included for single-day attendees, but the off-site event is additional. Please indicate the number of tickets needed.

Conference Meal Plan for Guest . . \$250 each  
*(Includes continental breakfast, lunch and breaks on Thursday and Friday, and brunch on Saturday. Separate tickets must be bought for the Wednesday Silver Celebration Reception and Thursday night A Night Under the Lone Star Off-Site Event.)*  
 # of tickets \_\_\_\_\_

Guest Silver Celebration Reception Tickets, Wednesday, April 25, 6:00 p.m. – 8:30 p.m. . . . . \$45 each  
 # of tickets \_\_\_\_\_

Guest/Single-Day Attendee A Night Under the Lone Star Off-Site Event Tickets, Thursday, April 26, 6:30 p.m. – 10:00 p.m. . . \$115  
 # of tickets \_\_\_\_\_

**GUEST NAME(S) FOR NAME BADGE(S):**

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## STEP SIX: Session Topics

Please review the Annual Conference schedule on pages 7-10 and indicate the breakout sessions that you think you would be interested in attending below. You will not be mandated to attend the sessions chosen below; the information will be used for internal planning purposes only and is subject to change.

### Thursday, April 26 10:45 a.m. – 11:45 a.m.

- 1A
- 1B
- 1C
- 1D
- 1E
- 1F
- 1G

### 1:15 p.m. – 2:15 p.m.

- 2A
- 2B
- 2C
- 2D
- 2E
- 2F
- 2G

### 2:30 p.m. – 3:30 p.m.

- 3A
- 3B
- 3C
- 3D
- 3E
- 3F
- 3G

### 4:00 p.m. – 5:00 p.m.

- 4A
- 4B
- 4C
- 4D
- 4E
- 4F
- 4G

### Friday, April 27 10:45 a.m. – 11:45 a.m.

- 5A
- 5B
- 5C
- 5D
- 5E
- 5F
- 5G

### 1:15 p.m. – 2:15 p.m.

- 6A
- 6B
- 6C
- 6D
- 6E
- 6F
- 6G

### 2:30 p.m. – 3:30 p.m.

- 7A
- 7B
- 7C
- 7D
- 7E
- 7F
- 7G

### 4:00 p.m. – 5:00 p.m.

- 8A
- 8B
- 8C
- 8D
- 8E
- 8F
- 8G

### Saturday, April 28 8:30 a.m. – 9:30 a.m.

- 9A
- 9B
- 9C
- 9D
- 9E

## GRAND TOTAL DUE

\$ \_\_\_\_\_

(Payment is due with the registration form)

## STEP EIGHT: Method of Payment

All funds MUST be submitted from a U.S. bank in U.S. funds. NAGAP does not accept purchase orders or invoice for services. Fees must be paid by check, money order or credit card. **NAGAP Tax ID #118362047**

Check made payable to NAGAP – check # \_\_\_\_\_

Charge payment to the following credit card:

American Express     VISA     MasterCard     Discover

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Name as it appears on Card \_\_\_\_\_




Signature \_\_\_\_\_

Date \_\_\_\_\_

## STEP NINE: Send in Your Registration

Registration Deadline: **April 2, 2012**

There are three ways to register:

1.  **ONLINE:** Visit our website at [www.nagap.org](http://www.nagap.org) and click on the "NAGAP Annual Conference" link.
2.  **VIA FAX:** Fax completed registration form with credit card payment information to: (913) 895-4652.
3.  **BY MAIL:** Mail completed registration form and appropriate fees to:  
NAGAP Executive Office  
P.O. Box 14605  
Lenexa, KS 66285-4605

### Overnight courier service only

18000 W. 105<sup>th</sup> St.  
Olathe, KS 66061

After April 2, all registrations will be processed on-site. Please bring your registration form and payment directly to the Annual Conference. Registrations will not be taken over the phone. All payments must be received before the beginning of the Annual Conference. Registrations will not be processed until payment is received. NAGAP does not accept purchase orders and does not bill/invoice for services.

The conference registration fee includes all education sessions, Silver Celebration Reception and *A Night Under the Lone Star* Off-Site Event, daily refreshment breaks, two continental breakfasts, two lunches and Saturday brunch. The conference registration fee does not include hotel room charges or transportation costs. Single-day tickets include education sessions, continental breakfasts, lunches and refreshment breaks only. Additional tickets must be purchased for *A Night Under the Lone Star* Off-Site Event for single-day attendees.

## STEP SEVEN: Graduate School Fair Registration

My institution would like to participate in the Graduate School Fair at UT-Austin on Saturday, April 28.

Graduate School Fair Table Fee – \$75 **SOLD OUT**

Upon confirmation of your participation, more information will be collected from you. Please see the NAGAP Graduate School Fair website for the cancellation policy.

### Conference Cancellation Policy

Only written requests for refunds will be accepted. Please send your requests to the NAGAP Executive Office at [info@nagap.org](mailto:info@nagap.org). NAGAP has no desire to retain fees paid by members unable to attend; however, hotel guarantees and other related expenses make the following refund schedule necessary. All refunds will be processed after the Annual Conference.

Conference Cancellation Schedule:

- Cancellations will be accepted until April 2, 2012. Refunds will be issued in the same manner as the payment was received, minus a \$50 processing fee.
- No refunds will be issued after April 2, 2012. No exceptions.

Substitution of registrants is allowed. Requests for substitutions must be submitted in writing.