



**MEMBERSHIP INFORMATION**

Institution/Organization \_\_\_\_\_ Non-Profit Federal Identification Number \_\_\_\_\_

2 Year/Community College  4 Year  4+ Year  Other \_\_\_\_\_

Public  Private  Both # Fulltime Undergrads \_\_\_\_\_ # Fulltime Graduate Students \_\_\_\_\_

Department/Organization Website: \_\_\_\_\_ (A link will be added on the ACCED-I website)

**Primary Contact - Representative #1** (Individual/Student Memberships, complete representative #1 only)

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Department \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Department website \_\_\_\_\_

**If you have an email address you will automatically be subscribed to the Association's LISTSERV.**

**NO I do not want to be subscribed to the Association's LISTSERV.**

**Primary Focus:**

**Conferences**

Responsible for: \_\_\_\_\_ summer conferences  
\_\_\_\_\_ academic conferences  
\_\_\_\_\_ scheduling  
\_\_\_\_\_ continuing education  
\_\_\_\_\_ programming  
\_\_\_\_\_ other: \_\_\_\_\_

**Events**

Responsible for: \_\_\_\_\_ scheduling events  
\_\_\_\_\_ concerts & performances  
\_\_\_\_\_ special events (alumni, weddings, etc.)  
\_\_\_\_\_ academic events  
\_\_\_\_\_ institutional events (commencement, dignitary, other high profile events)  
\_\_\_\_\_ other: \_\_\_\_\_

**Both**

**Department Profile:** To whom do you report? (Please choose the **ONE** that most accurately reflects your situation.)

- Administrative/Business Services
- Advancement/Development
- Auxiliary Services
- Continuing Education/Academic Affairs
- Housing/Residence Life
- President's Office/Public Relations
- Student Affairs
- Student Center/Union
- Other \_\_\_\_\_

**Job Description:**

- Level 1: Provost, President, Chancellor, Vice President
- Level 2: Assistant/Assoc. Vice Pres., Division Head (oversees numerous departments)
- Level 3: Director/Department Manager (oversees one department)
- Level 4: Assistant Director/Associate Director/Senior Coordinator/Senior Planner
- Level 5: Planner/Coordinator/Program Specialist
- Level 6: Conference/Event Support Staff

**Current Salary Range**

(Based on full-time employment – This information is strictly confidential and is used in the annual membership statistical summary.)

- Under \$25,000
- \$25,000 - \$29,999
- \$30,000 - \$34,999
- \$35,000 - \$39,999
- \$40,000 - \$44,999
- \$45,000 - \$49,999
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- \$60,000 - \$64,999
- \$65,000 - \$69,999
- \$70,000 - \$74,999
- \$75,000 - \$79,999
- Over \$80,000

**Personal Profile:** This information is used in the annual membership statistical summary.

Male  Female

**Certifications**

- CCEP
- CMP
- CSEP
- Other : \_\_\_\_\_
- \_\_\_\_\_

**Education**

- High School Graduate
- Associate Degree
- Bachelor's Degree
- Master's Degree
- Ph.D. or Equivalent

**Ethnic Origin**

- African American
- Asian America
- Caucasian
- Hispanic/Latino
- Native American
- Other: \_\_\_\_\_

**Years in the Conference/Events Profession**

- Less Than Two Years
- 2 - 5 Years
- 6 - 10 Years
- 11 - 15 Years
- Over 15 Years

Did someone refer you to ACCED-I whom you wish us to thank? \_\_\_\_\_

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**MEMBERSHIP INFORMATION - Continued**

**Representative #2**

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Department \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ Department website \_\_\_\_\_

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**Conferences**

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**Both**

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Institution \_\_\_\_\_ Department \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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Email \_\_\_\_\_ Department website \_\_\_\_\_

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**Institutional Student Representative**

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_ Department \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

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