

**ACCED-I 29<sup>th</sup> Annual Conference Registration Form**

**March 22-25, 2009 – Boston, MA**

Fax to (970) 449-4965

ACCED-I, 419 Canyon Avenue, Suite 311, Fort Collins, CO 80521

(970) 449-4960, diana@acced-i.org, www.acced-i.org

**2008 Discount Deadline – January 9, 2009**  
**Early Bird Registration Deadline – February 20, 2009**

Name \_\_\_\_\_ Nickname for Name Badge \_\_\_\_\_  
 Institution/Company \_\_\_\_\_ Position/Title \_\_\_\_\_  
 Department/Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

<input type="checkbox"/> I am a <b>First Time Attendee</b> <input type="checkbox"/> <b>Vegetarian Meals requested</b> <input type="checkbox"/> Other dietary restriction: _____ <input type="checkbox"/> <b>Disability:</b> If you require assistance to participate in this conference, please email your needs to Diana Hakenholz at diana@acced-i.org. <input type="checkbox"/> <b>Focus:</b> Indicate whether your focus is <input type="checkbox"/> Conferencing <input type="checkbox"/> Events    OR <input type="checkbox"/> Both Conferencing and Events <input type="checkbox"/> Suggest a <b>Roundtable Discussion Topic:</b> _____ <input type="checkbox"/> I would like to lead this topic discussion.
<b>Volunteer Your Time and Expertise. We Can't Do It Without YOU!</b> <input type="checkbox"/> <b>Roundtable Host:</b> <input type="checkbox"/> Monday, 3:45 p.m.-5:00 p.m.    OR <input type="checkbox"/> Tuesday, 8:00 a.m.-9:00 a.m. <input type="checkbox"/> <b>Session Moderator:</b> Check room set-up, distribute materials, introduce the presenter(s), and collect evaluations. <input type="checkbox"/> <b>Registration Center Volunteer</b> <input type="checkbox"/> <b>Hospitality Center Volunteer</b> <input type="checkbox"/> <b>Book Store Volunteer</b> <input type="checkbox"/> <b>Greeter</b>

**Conference Registration includes** admittance to all sessions and special events; breakfast and lunch on Sunday; breakfast voucher, lunch, and heavy hors d'oeuvres reception on Monday; and breakfast voucher, lunch, and dinner on Tuesday. All prices are in U.S. dollars.

Conference Registration Fees (per person)*	Member	Non-Member	Student (Full-Time Matriculating)	
<input type="checkbox"/> <b>2008 Discount Rate</b> – Registration form postmarked or received by 1/9/2009	\$570	N/A	\$445	\$ _____
<input type="checkbox"/> <b>Early Bird Rate</b> – Registration form postmarked or received by 2/20/2009	\$595	\$795	\$470	\$ _____
<input type="checkbox"/> <b>Regular Conference Rate</b> – Postmarked or received after 2/20/2009	\$695	\$895	\$520	\$ _____
<input type="checkbox"/> <b>Multiple Registration Rate</b> – Postmarked or received by 1/9/2009 <i>(Three or more people from a school with an Institutional Membership.)</i>	\$555	N/A	N/A	\$ _____
<input type="checkbox"/> <b>Multiple Registration Rate</b> – Postmarked or received by 2/20/2009 <i>(Three or more people from a school with an Institutional Membership.)</i>	\$570	N/A	N/A	\$ _____

\* Any individual whose college or university holds an institutional membership in ACCED-I may register at the ACCED-I member rate.

**Institutes for the experienced professional to explore topics in-depth.**

<i>Sustainability</i> (Sunday, 10:30 a.m.-5:00 p.m.; no fee, <i>pre-registration required as space is limited</i> )	FREE	N/A	N/A	
<i>Marketing</i> (Sunday, 10:30 a.m.-5:00 p.m.; no fee, <i>pre-registration required as space is limited</i> )	FREE	N/A	N/A	
<i>International</i> (Monday, 9:00 a.m.-3:15 p.m. and Tuesday, 10:45 a.m.-Noon; no fee, <i>pre-registration required as space is limited</i> )	FREE	N/A	N/A	
<i>Risk Management</i> (Tuesday, 10:45 a.m.-5:00 p.m.; no fee, <i>pre-registration required as space is limited</i> )	FREE	N/A	N/A	

**Optional Pre-Conference Workshops**

<input type="checkbox"/> <i>Conference Basics and Beyond</i> (Saturday, 8:30 a.m.-4:00 p.m.; includes materials, lunch, and breaks)	\$189	\$229	\$189	\$ _____
<input type="checkbox"/> <i>Everything Events</i> (Saturday, 8:30 a.m.-4:00 p.m.; includes materials, lunch, and breaks)	\$189	\$229	\$189	\$ _____

**Optional Tours**

<input type="checkbox"/> <i>College Tour</i> – Boston University, Simmons College (Wednesday, 7:30 a.m.-1:30 p.m.)	\$40	\$50	\$40	\$ _____
<input type="checkbox"/> <i>Museums Tour</i> – Museum of Fine Arts, Isabella Stewart Gardner (Saturday, 1:00 p.m.-5:00 p.m.)	\$50	\$60	\$50	\$ _____
<input type="checkbox"/> <i>Historic Pub Crawl</i> (Saturday, 1:00 p.m.-5:00 p.m.; <i>advanced registration required as space is limited</i> )	FREE	FREE	FREE	
<input type="checkbox"/> <i>USS Constitution</i> (Saturday, 1:00 p.m.-5:00 p.m.)	\$30	\$40	\$30	\$ _____
<input type="checkbox"/> <i>Duck Tour</i> (Saturday, 3:00 p.m.-4:30 p.m. OR Wednesday, 10:00 a.m.-11:30 a.m. – circle which day)	\$30	\$40	\$30	\$ _____

**Optional Guest Meals – You may purchase meals for your guests.**

<input type="checkbox"/> Guest: New England Aquarium Event – Monday	# _____ @ \$75.00 Guest Ticket	\$ _____
<input type="checkbox"/> Guest: Closing Gala – Tuesday	# _____ @ \$75.00 Guest Ticket	\$ _____
<input type="checkbox"/> Guest: Lunch – Sunday - Monday - Tuesday (\$45.00 each – circle which days)	# _____ @ \$45.00 Guest Ticket	\$ _____
<input type="checkbox"/> Guest Meal Package (All the above meals plus receptions and breaks)	# _____ @ \$330.00 Guest Ticket	\$ _____
<input type="checkbox"/> Name(s) of Guest(s) and City (For Guest Name Badges) _____		

**TOTAL (U.S. FUNDS ONLY) \$ \_\_\_\_\_**

**Method of Payment:**

Check     Purchase Order # \_\_\_\_\_     Invoice     Visa/MC: \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ 3-digit Security Code (on back of card) \_\_\_\_\_

**ACCED-I Financial Policy/Cancellation/Refund Policy:** ACCED-I accepts checks (U.S. funds only), Visa, and MasterCard. Notification of cancellations received by ACCED-I by Friday, February 29, 2009 will be refunded, less a \$100 administrative fee. Replacements are welcome. No-shows are responsible for payment in full. No refunds will be made after February 29, 2009.

ACCED-I Federal ID Number 84-1023816