

ASSOCIATION FOR
INSTITUTIONAL RESEARCH
49th ANNUAL FORUM
ATLANTA MAY 30 - JUNE 3, 2009



2009 Forum FAQ's

What are the AIR 2009 Annual Forum Registration Fees?

- \$310 – Forum Registration Fee; (\$340.00 after 5/8/2009)
- \$50 – Graduate Student Forum Registration Fee

Forum attendees must hold an AIR membership for the 2009-2010 year to attend the Forum. The AIR membership year runs from July 1 – June 30.

- \$125.00 - Individual or Organizational AIR Membership Fee
- \$30.00 - Graduate Student AIR Membership Fee

What are the general start and end times for the 2009 Forum?

- Pre-Forum Workshops will be held all day on Saturday, May 30, 2009 and Sunday, May 31, 2009.
- The Forum Opening Reception and Sunday Plenary Session will take place on Sunday, May 31, 2009, beginning at 6:00 p.m.
- Attendees will be able to register onsite and pick up their Forum attendee Welcome Packets beginning Friday, May 29 at 4:00 p.m. and ending Wednesday, June 3 at noon.
- Pre-Forum Workshop attendees are encouraged to register prior to their workshop on Saturday or Sunday.
- All other attendees may register upon arriving on the day of their choice.
- Forum sessions will conclude with the Wednesday Awards Luncheon taking place from 12:15 p.m. – 2:45 p.m.

Where can I find a description of the different types of memberships?

Please visit the Membership Options page www.airweb.org/membershipoptions to view membership descriptions.

If we are sending more than one person from our Institution to the Forum, will the registration cost be different?

- No. Each Forum attendee must pay a registration fee which includes a 2009-2010 AIR membership.
- People traveling from the same institution may opt to take advantage of the Roommate Referral tool located on the AIR Web site to arrange shared accommodation fees. This feature will be available in February 2009.

Where can I find Pre-Forum Workshop information?

- AIR offers a variety of in-depth professional development workshops on Saturday and Sunday in conjunction with the AIR Forum. Prices range from \$65.00-\$280.00 for half-day and full-day workshops.
- Workshop options will be available at the beginning of February 2009. Please visit the “Features” tab for more information.

Do I need to register for the 2009 Forum in order to attend the Pre-Forum Workshops?

No. Individual 2008 – 2009 OR 2009 – 2010 members interested in attending a Pre-Forum Workshop may do so via www.airweb.org/forumregistration or by contacting the AIR office at 850-385-4155.

Can I register for as many workshops as I want?

Yes, as long as the workshop times are not conflicting.

Where can I find a list of the Forum session descriptions, plenary speakers and overall Forum events?

- Please visit the “Overview” tab via www.airweb.org/forum to view the Forum “Schedule” of activities and presentations, *available in March 2009*.
- Use the “Build My Schedule” link to organize your time at the Forum. Keep in mind, the “Build My Schedule” application will not register you for sessions. Session attendance for registered participants is open and does not require enrollment.
- A PDF of the final Forum Program Book will be available the week before the Forum.

How much are baseball tickets, who is playing, and where can I buy them?

- The Atlanta Braves will be playing the Chicago Cubs on Turner Field, Tuesday, June 2, 2009, at 7:00 p.m.
- Tickets are only \$23.00 each and AIR has a great seating block in the “Field Res” section behind 3rd base. Please refer to the “Features” tab for more information.
- Please visit www.airweb.org/forumregistration to purchase your Atlanta Braves ticket in the AIR block.

Will meals be provided during the Forum?

- The Forum Awards Lunch on Wednesday, June 3, 2009 will be included in your Forum registration fee. Morning and afternoon Coffee Breaks will be provided on Monday, June 1, and Tuesday, June 2, 2009. Otherwise, please plan accordingly for meals during your week.

Where can I make hotel reservations and what is the AIR group rate?

- You may make your hotel reservations for the Atlanta Marriott Marquis by calling the reservation hotline, 866-469-5475. You must reference the “AIR 2009 Annual Forum,” to receive the group rate.
- Please visit <http://www.marriott.com> for online reservations.
- Make your reservations before May 8, 2009, to ensure the group rate of \$154.00, excluding tax.
- **Please note that participants wishing to arrive prior to Wednesday, May 27 or depart after Thursday, June 4 should use the phone reservation hotline to ensure the group rate is available.**

What are the parking fees for Forum attendees?

<i>0-1 Hours</i>	<i>\$ 10.00</i>
<i>1-4 Hours</i>	<i>\$ 15.00</i>
<i>4-8 Hours</i>	<i>\$ 20.00</i>
<i>8-24 Hours</i>	<i>\$ 26.00</i>

The parking rate for overnight guests is \$26.00 with in and out privileges.

*All Valet – Self parking is not available

There is no additional charge for “oversized” vehicles, unless the guest stays more than 8 hours (\$32.00 for “oversized” vehicles).

All hotel restaurants will validate tickets for up to three hours of free parking. Patrons are required to pick up their cars in the motor lobby on parking level (P1).

Is there an airport shuttle provided by the hotel?

Yes, the Marriott has an airport shuttle. The cost is \$16.00 per person, one way and \$29.00 per person round trip. For reservations call 404-524-3400 or visit www.theatlantalink.com.

What is the cancellation policy?

Preparations are made based on registrations, whether pre-paid or not. If plans change, you will be responsible for payment unless AIR is notified as outlined below. Refunds for all Forum registration and Pre-Forum Workshop fees will be made in full if the request is made in writing to the AIR office on or before Friday, May 8, 2009 (three weeks before Forum). No refunds will be made after that date except in cases involving the death or serious injury of an immediate family member, or in cases that are in the best interests of the Association. Requests for refunds must be in writing and directed to The Association for Institutional Research, PO Box 1678, Tallahassee, FL 32302-1678; or fax to (850) 385-5180. All decisions on refunds are final. A full refund of any deposit or registration fees shall be made to each registered attendee for any event cancelled by the Association. Membership is non-refundable once the application is processed.