



2009 AIR Forum Registration Form

Association for Institutional Research

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 Phone 850-385-4155 • Fax 850-385-5180 •
 E-mail: air@airweb.org • Web site: http://airweb.org



Attendee Information:

Dr. Mr. Mrs. Ms. Name: _____ Male Female AIR Member Non-Member

Name for Badge: _____

Position Title: _____ Institution Name: _____

Mailing Address: _____

City: _____ State/Province _____ Country: _____ Zip/Postal Code: _____

Phone: _____ Fax: _____ E-mail: _____

Forum Registration

Forum Registration Fees	If registered by 5/8/09	If registered after 5/8/09	Total
Individual or Organizational Forum Registration	\$310.00	\$340.00	
Graduate Student Forum Registration	\$50.00	\$50.00	
Emeritus Forum Registration	Waived	Waived	N/A

Forum attendees are required to hold an AIR membership for the 2009-2010 year to attend the Forum. The AIR membership year runs from July 1 – June 30. The AIR Board of Directors is waiving the *current* year membership requirement for Forum registration.

Required Membership Fees: 2009 – 2010	Price	Total
Individual Member	\$125.00	\$
Organizational Member	\$125.00	\$
Graduate Student Member	\$30.00	\$

Optional Membership Fees: 2008 – 2009	Price	Total
Individual Member	\$125.00	\$
Organizational Member	\$125.00	\$
Graduate Student Member	\$30.00	\$

Baseball Tickets: Atlanta Braves vs. Chicago Cubs	Price	Quantity	Total
Tuesday, June 2 – 7:00 p.m.	\$23.00/each		\$

AIR President's Duckwall Scholarship Celebration	Price	Quantity	Total
Saturday, May 30, 2009 at 6:30 p.m. in the Imperial Ballroom, Atlanta Marriott Marquis <i>Please select dinner option below:</i>	\$145.00/each		\$
Free Range Chicken Marinated and Pan Seared with Natural Jus	N/A		
Beef Delmonico Grilled and topped with Marquis Butter	N/A		
Vegetable Strudel w/Roasted Vegetables Baked in a Phyllo Crust	N/A		
I cannot attend but wish to make a donation *	N/A	N/A	\$

* Please fill out Payment Information section on last page of form.

Total Forum Registration Fees: \$ _____

Pre-Forum Workshop Registration

Name (must appear on all pages): _____

Note: Please refer to our Web site <http://www.airweb.org/forum09/> to ensure Pre-Forum workshop selection is available as enrollment is limited. *All Workshops are half-day (3 ½ hour workshops) unless otherwise specified.*

Wkshp #	Workshop Title	Day/Time	Amount	Amount Due
W01	CANCELED - Planning Today for Your Fiscal Tomorrow	CANCELED	-----	-----
W02	In the House! Conducting an Economic Impact Study Internally	Saturday, 8:00 a.m. – 11:30 a.m.	\$75.00	
W03	Full day - Learning by Doing: Using External Environmental Scanning and Forecasting to Improve Strategic Planning	Sunday, 8:00 a.m. – 4:00 p.m.	\$180.00	
W04	Time Series Forecast by ARIMA and Grey Models	Sunday, 8:00 a.m. – 11:30 a.m.	\$75.00	
W05	Program Assessment: Creating Effective Plans and Management Processes	Saturday, 12:30 p.m. – 4:00 p.m.	\$75.00	
W06	Let's Do It: Available Strategies and Instruments for Assessing Student Learning in the Major	Saturday, 12:30 p.m. – 4:00 p.m.	\$75.00	
W07	Constructing, Managing and Analyzing Longitudinal Data: Programming Efficiencies with SAS Software <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must have SAS v9.1 or 9.2 installed and operational.</i>	Sunday, 8:00 a.m. – 11:30 a.m.	\$75.00	
W08	CANCELED - Model for Collaborative Initiatives: Key Components to Successful Partnerships	CANCELED	-----	-----
W09	Advanced Excel for Institutional Researchers <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must have MS Excel 2003 (preferably with add-ons installed).</i>	Sunday, 12:30 p.m. – 4:00 p.m.	\$75.00	
W10	Introduction to IPEDS Data Submission and Data Use <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must be MAC or Windows 2000 or later. MS Excel and an Ethernet port are also required.</i>	Saturday, 8:00 a.m. – 11:30 a.m.	\$65.00	
W11	Dashboards in Excel Made Easy <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must have Windows XP or Vista with MS Excel 2007.</i>	Saturday, 8:00 a.m. – 11:30 a.m.	\$75.00	
W12	An Intensive Introduction to Data Mining in Institutional Research	Saturday, 12:30 p.m. – 4:00 p.m.	\$75.00	
W13	Introduction to Logistic Regression	Sunday, 8:00 a.m. – 11:30 a.m.	\$75.00	
W14	Effective Communication Through Visual Design: Tables, Charts, Presentations, and Dashboards <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer with MS Office installed.</i>	Sunday, 12:30 p.m. – 4:00 p.m.	\$75.00	
W15	Full day - Hands-on Training of Both Clustering Techniques and Predictive Modeling Skills Using a Live Mock Admissions and Registration Database <i>This is a hands-on computer based workshop. Participants attending the workshop are required to bring a laptop computer with 2 GB RAM, 2-3 GB disk space free for installing the SPSS Clementine 12 and data files, SVGA/XGA card with 128 MB RAM (64 MB OK) and Ethernet port.</i>	Sunday, 8:00 a.m. – 4:00 p.m.	\$180.00	
W16	Full day - Visual Basic Programming in Excel <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer. Laptop computers must have MS Excel 2003 or 2007.</i>	Saturday, 8:00 a.m. – 4:00 p.m.	\$180.00	

Pre-Forum Workshop Registration (Cont.)

Name (must appear on all pages): _____

Wkshp #	Workshop Title	Day/Time	Amount	Amount Due
W17	Full day - Balanced Scorecard in Higher Education – Developing Content and Using Them in Strategy Execution	Sunday , 8:00 a.m. – 4:00 p.m.	\$180.00	
W18	Understanding and Developing Hierarchical and Linear Models <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must have either SPSS or SAS, and if possible, STATA.</i>	Saturday , 8:00 a.m. – 11:30 a.m.	\$75.00	
W19	S.O.S.: Student Outcomes Solutions for Program Assessment	Sunday , 8:00 a.m. – 11:30 a.m.	\$75.00	
W20	World Class Macros: Practical Applications of Microsoft Excel Macros for an Institutional Research Office <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must have MS Excel 2007.</i>	Saturday , 12:30 p.m. – 4:00 p.m.	\$75.00	
W21	Adopting SPSS Macros to Maximize Office Productivity <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must have SPSS 16.0 or 17.0 and an Ethernet port.</i>	Sunday , 12:30 p.m. – 4:00 p.m.	\$75.00	
W22	Advanced Use of the IPEDS Data Center <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must be MAC or Windows 2000 or later. MS Excel and an Ethernet port are also required.</i>	Saturday , 12:30 p.m. – 4:00 p.m.	\$65.00	
W23	Introduction to Survey Design	Saturday , 12:30 p.m. – 4:00 p.m.	\$75.00	
W24	AIR Newcomers Workshop	Saturday , 12:30 p.m. – 4:00 p.m.	\$0.00	
W25	Full day - Data Normalization and SQL: Designing and Using Relational Databases to Support Institutional Research Practice <i>This is a hands-on computer based workshop. Participants attending this workshop are required to bring a laptop computer which must have MS Excel and MS Access.</i>	Sunday , 8:00 a.m. – 4:00 p.m.	\$180.00	

Total Pre-Forum Workshop Fees: \$ _____

Forum Fee Totals

TOTAL FORUM FEES (Add Pre-Forum workshop fees and Forum registration fees): \$ _____

Payment Information (U.S. Funds)

Check One: Check (in U.S. funds, made payable to AIR) Purchase Order # _____ Visa MasterCard AmerExpress

Credit Card #: _____ Exp. Date: _____

Amount to be Charged on Credit Card: \$ _____

Cardholder's Name: _____ Cardholder's Signature _____

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 Monday, 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.