



# 2009 AIR INSTITUTE SERIES REGISTRATION FORM

Enhancing knowledge. Expanding networks.

Association for Institutional Research

P.O. Box 1678 • Tallahassee, FL USA 32302-1678 • Federal employer ID: 36 6149972

Phone 850-385-4155 • Fax 850-385-5180 • E-mail: air@airweb2.org • Web site: http://airweb.org

## ATTENDEE INFORMATION

Name: \_\_\_\_\_  Male  Female  AIR Member  Non-Member

Position Title: \_\_\_\_\_ Institution Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you prefer Vegetarian meals? \_\_\_\_\_ Do you have dietary needs, if so please list? \_\_\_\_\_

Will you require any special assistance moving about the facilities? \_\_\_\_\_

## 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: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

## INSTITUTE COSTS

FEES: The fees listed below apply until February 20, 2009, for the Assessment Institute, June 26, 2009, for the Foundations I Institute, and June 12, 2009, for the Foundations II Institute. If registering after the priority deadline, add \$50.00 for each rate. \*\*The Non-Member price includes an AIR Membership.

INSTITUTE COST INFORMATION (there is no double occupancy rate)	Early Bird Current AIR Member Price	Current AIR Member Late Price	Early Bird Non-Member Price**	Non-Member Late Price**	Guest with regis- tered participant Price	Guest with registered participant Late Price
Assessment Institute for IR Practitioners Tuesday, March 24—Saturday, March 28, 2009	\$1,210	\$1,260	\$1,335	\$1,385	\$355	\$405
Foundations I Institute: The Practice of Institutional Research Tuesday, July 28—Saturday, August 1, 2009	\$1,110	\$1,160	\$1,235	\$1,285	\$340	\$390
Foundations II Institute: The Advanced Practice of Institutional Research Tuesday, July 14—Saturday, July 18, 2009	\$1,210	\$1,260	\$1,335	\$1,385	\$420	\$470

Please circle your selection(s) above or register online at [airweb.org/institutes.html](http://airweb.org/institutes.html).

TOTAL Cost: \$ \_\_\_\_\_

## MODULES

For the Institute you plan to attend, please rank your module choices from one through five, with one being your top priority, and five your last choice. We will make every effort to place participants who register by the priority deadline in their top two module choices.

### Assessment Institute Modules Priority Deadline – February 20, 2009

- \_\_\_\_\_ Organizing for Assessment
- \_\_\_\_\_ Institutional Effectiveness, Organizational Development and Cultural Change
- \_\_\_\_\_ Assessing General Education and Accreditation Expectations: Two Hot Topics for IR Professionals
- \_\_\_\_\_ Developing Goals, Using Tools and Devising Implementation Strategies
- \_\_\_\_\_ Managing, Using and Understanding Assessment Results

### Foundations I Institute Modules Priority Deadline – June 26, 2009

- \_\_\_\_\_ Reporting Results: Issues of Content, Format and Visual Design
- \_\_\_\_\_ Design, Administration and Analysis of Surveys
- \_\_\_\_\_ Data Management and Administration: An IR Perspective
- \_\_\_\_\_ Statistics for IR
- \_\_\_\_\_ Using National Data Sets in IR

### Foundations II Institute Modules Priority Deadline – June 12, 2009

- \_\_\_\_\_ Strategic Planning
- \_\_\_\_\_ Information Technologies
- \_\_\_\_\_ Demonstrating Institutional Effectiveness to External and Internal Audiences
- \_\_\_\_\_ Office Management
- \_\_\_\_\_ Research Design and Statistics

Institute participants are solely responsible for their own personal property, health, hospitalization, or other medical needs while participating in Institute activities. No health, hospitalization, or other medical attention arrangements or insurance are provided by AIR or the Institute host institution.

By registering for this Institute, the participant understands that AIR assumes no responsibility or liability for the conditions, operations, or occurrences of any facility where Institute activities may take place, or where participants in Institute activities are lodged. In no event shall AIR be considered for or as a guarantor of, or indemnify any participant against, any acts or omissions occurring on, about, or arising from any use of such facilities.

Attendance numbers are guaranteed to the host campus; therefore, only credit refunds are available or the substitution of another person. A credit for 50% of the Institute fee will be given for cancellation notices submitted in writing to the AIR Executive Office within 20 business days from the beginning of the Institute. Full refunds are guaranteed to registrants if AIR cancels an Institute. Please allow 3-4 weeks for processing through your institution, mail transit, and in the AIR Executive Office. For the fastest service, register online at <http://airweb.org>; click "Institutes" on the left menu bar. The registration form can also be mailed to: AIR, P.O. Box 1678, Tallahassee, FL, 32302-1678, or faxed to (850) 385-5180.