

FOR FULL FUNCTIONALITY, PLEASE OPEN IN ADOBE ACROBAT.

NOTE: THIS REGISTRATION FORM IS FOR PAY BY CHECK ONLY. CREDIT CARD ORDERS SHOULD BE
PLACED ONLINE AT [HTTPS://WWW.AIRWEB.ORG/GOFORUM](https://www.airweb.org/goforum)



2020 AIR Forum Early Registration* Form

May 25–29, 2020

Hyatt Regency | New Orleans

AIR's annual conference, the AIR Forum, is the largest global gathering of higher education professionals working in institutional research, assessment, planning, and related postsecondary education fields.

***2020 AIR Forum early registration closes on March 12, 2020.**

Attendee Information

First Name:

Last Name:

Informal Name (if different than first name):

Title:

Institution/Organization:

Mailing Address:

City:

State/Province:

Country:

Zip/Postal Code:

Phone:

Email:

Is this your first time attending the AIR Forum?

Yes

No

Emergency Contact

In the event of an emergency, AIR will contact the person you indicate below:

Full Name:

Relationship:

Phone:

2020 AIR Forum Early Registration Pricing

AIR membership *is not required to attend*. Current AIR members receive a discount on AIR Forum registration.

Select Only One AIR Forum Registration Type	Member Price	Non-Member Price	Amount Due
Professional	\$520	\$720	
Graduate Student	\$245	\$320	
Emeritus/Distinguished Honorees	Waived	N/A	Waived
REGISTRATION SUBTOTAL			

AIR Membership (not required to attend AIR Forum)

If you are not a current member and wish to receive member discount pricing, select a 12-month membership below. Already a member? Consider renewing your membership now to extend your benefits 12 months from your upcoming renewal date. One less thing to worry about!

AIR Membership Types	12 - Month Membership	Amount Due
Professional Membership Includes full rights and benefits of membership.	\$160	
Graduate Student To be eligible for graduate student membership, you must be actively pursuing a graduate degree and not be employed full-time. I am actively pursuing a graduate degree. I am not employed full-time. My faculty advisor is: Email:	\$50	

MEMBERSHIP SUBTOTAL**Transferring AIR Membership**

Employer-paid memberships may be reassigned to a replacement employee if a position vacancy occurs (please notify AIR).). If a membership is paid for by an individual, the membership is owned by that individual and stays with them regardless of their employment status. Please select one:

☐ I am paying for my membership

☐ My organization is paying for my membership

Total Amount Due (includes \$35 processing fee)**MEMBERSHIP AND AIR FORUM REGISTRATION TOTAL**

Payment Information

Finance Policy: Email completed forms to AccountsReceivable@airweb.org. All orders must be submitted to this email address or they will **not** be processed. After processing, you will receive an invoice via email. Invoices may also be accessed through your My AIR profile. Orders not placed online (requiring staff assistance) are assessed a \$35 administrative fee per check payment. If purchasing for more than one person, submit all orders in the same email to avoid multiple fees. Mail all checks to the address. Membership is non-refundable once the order is processed.

THIS REGISTRATION FORM IS FOR PAY BY CHECK ONLY. CREDIT CARD ORDERS SHOULD BE PLACED ONLINE AT [HTTPS://WWW.AIRWEB.ORG/FORUM/2020/REGISTER](https://www.airweb.org/forum/2020/register)

After your registration form has been processed, you can view and print your invoice by logging into your AIR account.

AIR Remittance Address Information

Association for Institutional Research
Department #177
PO Box 850001
Orlando, FL 32885-0177

Federal Employer ID: 36 6149972

Cancellation Policy

AIR membership cannot be cancelled once it is ordered. Forum Registration cancellations must be submitted by **Monday, April 27, 2020**. All cancellations must be submitted to AccountsReceivable@airweb.org.

Sponsor Communications

Emails from Select Sponsors

You have the option to receive emails (or opt out) from receiving emails from our Diamond (2) and Platinum (6) Sponsors.

Yes, I would like to receive emails from the Diamond and Platinum Sponsors!

No, I would not like to be informed of the latest advancements in technology, techniques, and services.

Dietary Preferences

Two meals are served at the 2020 AIR Forum, which are included with your AIR Forum registration, a breakfast on Wednesday, May 27 and a brunch on Friday, May 29. Please select the meals you plan to attend:

Breakfast, Wednesday May 27

Brunch, Friday, May 29

Below are the dietary preferences that we can accommodate. Please select all that apply.

Halal	Kosher	Gluten-Free	Vegan	Vegetarian
-------	--------	-------------	-------	------------

Accommodation Request

If you require accommodations to fully participate, please indicate here. You will be contacted by someone from our staff to discuss your specific needs.

Accommodation Request:

Yes

No

An assistant will be accompanying me:

Yes

No

A service animal will be accompanying me:

Yes

No

Agreements

I acknowledge that by registering for the 2020 AIR Forum, I agree to the [AIR Forum Terms and Conditions](#).

You must agree in order to attend

I agree to the AIR Forum Terms and Conditions