



## Advisor Institute Conference

June 7-10, 2017 \* Park City, UT

### Contact Information

College / Campus: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Registration Rates

- Early Bird - Member\*** - \$250 per person - Registered & Paid by May 1
- Early Bird - Non-Member** - \$300 per person - Registered & Paid by May 1
- Regular - Member\*** - \$300 per person
- Regular - Non-Member** - \$350 per person

Colleges get the advantage of the best airfares if they complete registration and travel plans early.

***Confirmations will be sent within 5 business days from the time we receive your registration . Please contact our office if you do not receive a confirmation.***

### Attendee Information

NAME <small>as you want it on your namebadge</small>	E-MAIL	TITLE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Conference Fee

Total # of Attendees

Membership Fee <sup>^</sup>

TOTAL Amount Due

A check or purchase order  
needs to be included with  
registration forms

^ Membership is \$250 per campus - membership runs from September 1 - August 30



## Advisor Institute Conference

June 7-10, 2017 \* Park City, UT

*Please type and fill out form completely*

### Submit forms and payment to:

ASACC Business Office - (Federal ID #54-1856723)  
2279 North University Parkway - #165  
Provo, UT 84604

FAX # -- 801-406-4385  
Phone # - 801-785-9794  
info@asacc.org

### Cancellation Policy

All cancellations must be received in writing via email, mail or fax.

Full refunds minus a \$25 processing fee will be given for any cancellations received by April 30, 2017. Cancellations made after April 30, 2017 are subject to a \$150 service charge per person until May 10, 2017. Those cancelling after May 10, 2017 and persons who sign up for the conference but do not attend will be charged the full registration price.

Substitutions and name changes may be made at anytime via email, mail or fax.

### Liability

The "Conference Management" (ASACC, Advisors Institute, their officers, directors, agents, and employees) shall not have any responsibility or liability for personal injury en route to and from the Advisor Institute Certification Conference or at any time on the site. The "Conference Management" shall not have responsibility of liability for unsafe or illegal acts of the hotels, suppliers, entertainers, tour operators, and airlines that are directly or indirectly involved with the conference. Attendees who purchase non-refundable airline tickets do so at their own risk. I agree that any photographs or video tapes taken of me or my delegation may be used for conference promotional purposes or resale. The total amount of any liability of the "Conference Management" will be limited to a refund of the attendance fee.

***By signing below I agree to the above policies and guarantee payment to ASACC for the registrants listed, based on the conditions above.***

**ALL ATTENDEES MUST SIGN AND SUBMIT THIS FORM**

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

College: \_\_\_\_\_

Date: \_\_\_\_\_