



2005 SAIR Conference Registration

Charleston, South Carolina, October 22-25, 2005

Attendees are encouraged to register on-line at <https://secure.airweb3.org/sair/>. The on-line registration supports credit card, checks, purchase orders or request for an invoice.

SECTION 1. Please type or print the following information.

Name: _____ Title: _____

Institution: _____ Office Website: _____

Street: _____ Telephone: _____ Fax: _____

City: _____ State: _____ Zip: _____ First name or nickname you prefer on badge: _____

Email: _____ Vegetarian Meals Requested: _____ Indicate year of your first SAIR Conference: _____

SECTION 2. Fees

Early Bird Discount by 9/9/05 Regular Rate Amount Due

Conference Registration (includes FREE SAIR membership)	\$125	\$145	_____
Emeritus Member	\$100	\$120	_____
Full-time Student	\$70	\$80	_____
Membership Only	\$25	\$25	_____

SECTION 3. Workshop Registration

Workshop Number and Title	Day and Time	Cost	Amount Due
1. Paradigm Shifts in Institutional Research or "Who Moved My Cheese?"	10/22, 8:30-11:30	\$45.00	
2. A System that Really Works: The Integration of Planning, Program and Service Review, Assessment, and Budgeting	10/22, 8:30-11:30 & 1:00-4:00	\$75.00	
3. Online Institutional Effectiveness: Supporting Faculty and Staff	10/22, 8:30-11:30	\$45.00	
4. Statistics for Institutional Research Using SAS Enterprise Guide	10/22, 8:30-11:30	\$45.00	
5. Microsoft Access for Beginners-The Fundamentals of Relational Databases	10/22, 8:30-11:30	\$45.00	
6. Beginners' IPEDS Workshop	10/22, 8:00-11:45	\$45.00	
7. Designing a Program Assessment System for Continuous Improvement	10/22, 1:00-4:00	\$45.00	
8. Data Mining for Institutional Research Using SAS Enterprise Miner	10/22, 1:00-4:00	\$45.00	
9. A Newcomer's Workshop	10/22, 1:00-5:00 & 10/23, 8:00-11:45	None	
10. Intermediate/Advanced IPEDS Workshop	10/22, 1:30-5:00	\$45.00	
11. Intermediate/Advanced MS Access for Institutional Researchers	10/22, 1:00-4:00 & 10/23, 8:30-11:30	\$75.00	
12. Planning and Evaluation: Creating a Framework for Quality and Viability	10/23, 8:30-11:30	\$45.00	
13. Evaluating Institutional Effectiveness and the Quality Enhancement Plan	10/23, 8:00-11:45	\$45.00	
14. IPEDS Made Easy: Using AGB's Benchmarking	10/23, 8:30-11:30	\$45.00	
15. SQL for IR Staff: A Crash Course for Novices Using SAS PROC SQL	10/23, 8:30-11:30	\$45.00	
16. Moving to Online End-of-Course Surveys	10/23, 1:00-4:00	\$45.00	
17. Navigating Through a SACS Accreditation Review	10/23, 1:00-4:00	\$45.00	
18. Enhancing your SAS Programming Skills with PROC Report and the ODS	10/23, 1:00-4:00	\$45.00	
19. Assessment Matters: Tools and Techniques for Success	10/23, 1:00-4:00	\$45.00	
20. Statistics 101 for Institutional Researchers	10/23, 1:00-4:00	\$45.00	
21. Students on the Move	10/23, 1:00-4:00	\$45.00	

If a workshop is sold out, please email Michelle Hall at mhall@selu.edu to be placed on a waiting list.

SECTION 4. Special Event - Celebrate Charleston, Monday, October 24, 2005

Cost: \$48.00

CONFERENCE TOTALS - Please total all of your fees in the section below.

SECTION 2	Registration Fees:	\$ _____
SECTION 3	Workshop Fees:	\$ _____
SECTION 4	Special Event - Number attending _____ @ \$48.00	\$ _____
TOTAL CONFERENCE FEES:		\$ _____

Payment of Fees (This section must be completed.)

Check the appropriate box to indicate payment type. Payment can be made by the following: (1) a check payable to SAIR, enter check number in space provided, (2) a purchase order, enter the purchase order number in the space provided, (a purchase order means that you will receive an invoice for payment) or (3) a credit card payment—only through the on-line registration process at <https://secure.airweb3.org/sair/>.

All payments must be in U. S. dollars. If paying with a purchase order, the check must reference the SAIR invoice number. If you wish to pay for the Monday Night Special Event with one payment type and the Conference fees with another, please contact the SAIR treasurer.

<input type="checkbox"/> Check payable to SAIR: Check # _____	<input type="checkbox"/> Purchase Order enclosed: PO # _____
<input type="checkbox"/> Credit Card payment (only through the on-line registration process at https://secure.airweb3.org/sair/)	
Make checks payable to SAIR, Federal ID# 59-2204345. Mail to: Michelle Hall, SAIR Treasurer, Southeastern Louisiana University, Director, Institutional Research and Assessment, SLU 11851, Hammond, Louisiana 70402	

SAIR Conference Registration and Refund Policy

Registration: All Conference attendees, presenters and exhibitors are expected to register and pay the applicable conference fees, except as exempted by the Program Chair and in concurrence with the Treasurer. Those registering for workshops must register for the conference.

Cancellations and Refunds: Conference and workshop reservations are made on the basis of registration. If plans change, the registrant will be responsible for payment unless SAIR is notified as outlined.

1. Requests for refunds must be in writing. Email is acceptable. A telephone call may precede the written request, and the date of the phone call will be considered the effective date of the request.
2. Written requests for refunds received by the Treasurer two weeks or more prior to the annual conference (date calculated to be two weeks prior to the date registration begins at the conference) will be granted. Any request for a refund after the two-week deadline has passed should be submitted in writing to the Treasurer, fully outlining the extraordinary circumstances of the situation. The Treasurer will confer with the President before approving such requests.
3. SAIR will refund in full any prepayments for workshops or other program events that are cancelled by SAIR.
4. No refunds will be made on site. Refunds will be sent within a reasonable time after the closing of the conference.