



ACSD 2019 Registration Checklist

Please plan to register in one session using this checklist to prepare before starting the registration form. You CANNOT save progress and return to complete this form later. Closing a window once started WILL record an incomplete registration entry. Payment MUST be submitted at the time of registration.

Conference Fees Valid 2019 only			
Remembering Forward Conference Rates (detailed rates in form)	Early Bird Registration Feb 10 – March 31	Standard Registration April 1 – April 30	Late Registration May 1 – May 15
ACSD Member	\$330	\$350	\$400
Non-ACSD Member	\$430	\$450	\$500
ACSD Member *Graduate Student	\$285	\$315	\$350
Non-ACSD Member *Graduate Student	\$385	\$415	\$450
Note: *Graduate students must be full time			
Retreat Rates	Double Occupancy	Single Occupancy	Friday, May 31 – Monday, June 3
New Professionals Retreat – ACSD Member	\$185	\$285	(limited to 35 participants)
New Professionals Retreat – Non-ACSD Member	\$200	\$300	
Mid Professionals Retreat – ACSD Member	\$185	\$285	(limited to 15 participants)
Mid Professionals Retreat – Non-ACSD Member	\$200	\$300	
Pre-Conference Gathering Rates	Registration Fee		Sun, 6/3
Gathering #1 Design Thinking	\$65		Select only one
Gathering #2 Christ-Centered Inclusion	\$65		
Gathering #3 Sexuality: God's Good Design	\$65		

Personal Information

- Attendee's name and title
- Institution name and address
- Attendee email address and phone number
- Attendee's ACSD membership status for 2019 (join or renew prior to registration for membership rate if desired)

Pre-Conference Registration

Note: The fee for any gathering is \$65.

- Pre-Conference Gatherings selection on Mon 6/3 (select one)
 - Gathering 1: Design Thinking
 - Gathering 2: Christ-Centered Inclusion
 - Gathering 3: Sexuality: God's Good Design
- Will attendee participate in the Career Connections event on Mon 6/3? If so, as a job seeker or employer?

Housing Information & Occupancy Dates

Note: Rates are for Monday, Tuesday, and Wednesday nights ONLY. Standard check-out Thursday morning. Single and family housing space is limited and includes extra pricing per bed. Roommate preferences can be requested and will be highly considered but cannot be guaranteed.

- Housing type: double room (no additional charge), single room (+100), commuter (-75), family/spouse housing (continued below) *If your housing needs are not reflected here please call 630.752.5022 to discuss alternatives.*
- Roommate preference (if applicable): specific roommate name (must mutually select), any in same institution, open to any
- Family housing (if applicable): spouse (+75), 2-5 additional beds (+75 each)
- Family dining (if applicable): spouse (+75), 2-5 additional family members (+75 each)
- Conference arrival time (standard)
 - Sun 6/2 afternoon/evening
 - Mon 6/3 morning
 - Mon 6/3 afternoon
 - Mon 6/3 evening
 - Tues 6/4 morning

- Early Arrival
 - ACSD Exec/Retreat leader Early Arrival (Thurs 5/30, +75)
 - New/Mid Professionals Retreat participant (Fri 5/31)
 - Leadership Team Early Arrival (Sat 6/1, +50 or Sun 6/2, +25)
 - Attendee early arrival housing (Sun 6/2): double room (+60), single room (+100)
 - Family early arrival housing (Sun 6/2): spouse (+25), 2-5 additional family members (+25 **each**)
- Extended Stay: *check-out Fri 6/7 morning*
 - Attendee extended stay (Thurs 6/6): double room (+60), single room (+100)
 - Family extended stay housing (Thurs 6/6): spouse (+25), 2-5 additional family members (+25 **each**)
- ADA room needs (if applicable): describe specific needs
- Any housing comments
- Dietary needs (if applicable): gluten free, dairy free, vegetarian, nut allergy, other

Retreats & Reflective Engagement Sessions

Note: New Professionals Retreat (NPR) & Mid-Professionals Retreat (MPR) Fri 5/31 – Mon 6/3. Retreat leaders must also register for the retreat.

- New Professionals Retreat or Mid-Level Professionals Retreat
 - Attendee member/nonmember status
 - Housing: double occupancy (no additional charge), single occupancy (+100)
- Reflective Engagement Sessions
 - *Further session information coming soon on the conference website!*

Checkout

- Credit card information (numbers, security code, name, expiration)
- Registration codes (if applicable – this would have been received by email per attendee’s conference role – most participants do not have a code)

Thank you for taking the time to prepare this information! For registration-related questions call Amy Newell at 630.752.5022 or email acsd2019@wheaton.edu Attn: Registration