

**CALIFORNIA ASSOCIATION FOR INSTITUTIONAL RESEARCH
CAIR 1999 CONFERENCE REGISTRATION FORM
Holiday Inn/Capitol Plaza - Downtown Sacramento - November 17-19, 1999**

NAME: _____ POSITION: _____
 OFFICE: _____ INSTITUTION: _____
 ADDRESS: _____ CITY, STATE, ZIP : _____
 TELEPHONE: _____ FAX: _____
 EMAIL: _____ WWW/URL: _____

If your do not want your name included on CAIR's WWW directory, check here _____

	Early Discount Postmarked by Oct 22	Regular Payment Postmarked After Oct 22	
FULL REGISTRATION Includes: 2000 membership, admission to all sessions, President's Reception, continental breakfast, luncheons, and refreshment breaks both Thursday and Friday. Wednesday is free.	\$175.00	\$190.00	\$ _____
ONE DAY REGISTRATION Includes: 2000 membership admission to all sessions, President's Reception, continental breakfast, luncheon, and refreshments breaks for either Thursday or Friday. Wednesday is free.	\$115.00	\$130.00	\$ _____
STUDENT SPECIAL RATE Includes 2000 membership dues and all of the above for one or both conference days. Wednesday is free. Intended for students who are not also employed full-time in the profession. Please include proof of full-time student enrollment.	\$85.00	\$85.00	\$ _____
2000 MEMBERSHIP ONLY (Those unable to attend CAIR 1999.)	\$35.00	\$35.00	\$ _____

To receive Early Discount, full payment must accompany this form and be postmarked by OCTOBER 22. Please make check payable to: California Association for Institutional Research and mail with this form to:

Debbie Ellis
Office of Student Research
University of California, Berkeley
2539 Channing Way, #2032
Berkeley, CA 94720-2032

Additional Information
Telephone: (510) 642-2398
Fax: (510) 642-2894
Email: dellis@uclink4.berkeley.edu

CANCELLATION AND REFUNDS

Important: Reservations will be made for you on the basis of items checked on the CAIR '99 registration form-whether you have pre-paid or not. If your plans change, you will be responsible for payment unless CAIR is notified as outlined below.

There are no partial refunds (for 1 day if full registrations paid.) The fee for part of one day is the same as the fee for the whole day. Requests for refunds must be in writing (although a telephone call may precede the written request) and directed to the CAIR President, Fran Horvath, Director, Institutional Research, California State University, Northridge, 18111 Nordhoff Street #8224, Northridge, CA 91330-8224, telephone (818) 677-2125, or e-mail: fran.horvath@csun.edu.

Refunds of fees for conference registration and workshops, if any, will be made in full if the request is made on or before November 10, 1999 (one week before CAIR '99.) No refund will be made after that date except in cases involving the death or serious injury of an immediate family member or which serve the best interest of the Association. Requests should be made in writing to CAIR President whose decision shall be final. Cancellations by CAIR will result in automatic refunds.

CALIFORNIA ASSOCIATION FOR INSTITUTIONAL RESEARCH

CAIR '99 - CONFERENCE ARRANGEMENTS

If you plan to attend the conference, please answer the following questions to help us with arrangements:

Name preferred on badge: _____

Is this your first CAIR conference? Yes _____ No, how many? _____

Will you attend a segmental meeting on Wednesday, November 17th? If, so which one?

RP Group for the California Community Colleges _____ California State Universities _____
Independent Colleges and Universities _____ University of California (Directors) _____

Will you attend the Receptions (included in conference fee) on Wednesday and Thursday evening?

Wednesday's Reception: Yes _____ No _____ Thursday's Reception: Yes _____ No _____

Please select an entree for the Thursday Luncheon. (Included in conference fee)

_____ Grilled Chicken _____ Salmon Fillet _____ Vegetarian

The Friday Luncheon (included in conference fee) is a buffet with a variety of choices, including vegetarian. Will you attend?

Yes _____ No _____

Which nights do you intend to stay at the *Holiday Inn - Capitol Plaza* (Check all that apply). For CAIR planning only.

Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

HOTEL ACCOMMODATIONS

It is critical that you call the hotel for reservations early. Please make your hotel reservations by **October 20th**, referring to the **California Association for Institutional Research (CAIR)** to ensure a reservation and the discounted rates. Reservation requests received after October 20, will be accepted on a space available basis and **will not** be guaranteed at the group rate.

HOLIDAY INN-Capitol Plaza
300 J St.
Sacramento, CA 95814
Hotel Telephone: 1-916-446-0100

The CAIR '99 hotel conference rate is \$98.00 per single, plus tax.

AIRLINE RESERVATIONS

Southwest Airlines is offering a 10% discount on most of its already low fares, for travel to and from the CAIR '99 Annual Conference. You or your travel agent may call **Southwest Airlines** Group and Meeting Reservations at **1-800-433-5368** and reference **I.D. Code F9069**. Reservations Sales Agents are available Monday - Friday, 8:00 a.m. - 5:00 p.m. and Saturday - Sunday, 9:30 a.m. - 3:30 p.m. by no later than five (5) days prior to the first date of travel and refer to **I.D. Code F9069** to take advantage of this offer. Call right away as fares are subject to terms and availability.