

**19th ANNUAL CCIS CONFERENCE
REGISTRATION INSTRUCTIONS**

Section A

Please fill out all fields. This section must be completed separately for EACH participant.

Section B

To obtain the early registration discount, payment **MUST** be received along with the registration form by December 20, 2007. Any payments received after this date will not obtain the discount, and participants will be billed for the full amount.

Full Registration*: To qualify as a CCIS Member, you must be an employee of a CCIS member, affiliate member, or associate member institution. Only one person from each institution needs register as a "CCIS Member." Every other individual from that same institution who submits a form after this will register as a "CCIS Member Additional Registrant" Likewise, the first registrant from a non-member institution will register as a "Non-Member," and all others from that institution will register as "Non-Member Additional Registrant."

*Please note that this section is for full registration only. If you are unable to participate in all three days of the conference, you may fill out the daily registration section instead.

Daily Registration: Complete this section only if you are not going to participate in all three days of the conference. Please indicate which days you will be attending.

Pre-Conference Workshops: These are optional sessions and are not included in full or daily registration.

Please indicate which workshop(s) you wish to attend. Guest Registration: Please indicate any guests that will accompany you. Each guest must fill out this section separately. Full guest registration is only for those who will be attending all three days of the conference.

Otherwise, indicate which days he or she will attend. The cost of full guest registration includes all meals, beverage breaks, receptions, and the closing conference event. Guest registration does **not** include any conference sessions or pre-conference workshops. If a guest wishes to participate in any sessions or workshops, he or she must register as a full registration additional registrant, daily registrant, or for individual pre-conference workshops.

*Daily guest registration includes only those meals, beverage breaks or events for that day.

Please return registration form *with check or money order* to:

College Consortium for International Studies (CCIS)
2000 P Street, NW, Suite 503
Washington, DC 20036, USA
Phone: (202) 223-0330
Fax: (202) 223-0999
Email: info@ccisabroad.org

PAYMENT: Registration and payment includes meal tickets and conference ID badge required for entrance to all conference events. Payment must be received prior to the start date of the conference to permit your participation. CCIS cannot accept credit card payments.

CANCELLATIONS: Cancellation of conference registration for the 2008 Conference and requests for refunds must be made in writing to the CCIS office and received no later than Tuesday, February 5, 2008. No refunds can be issued after this date. A \$50.00 cancellation fee will be deducted from all conference registration refunds.

19th ANNUAL CCIS CONFERENCE REGISTRATION FORM

Washington D.C. – Making Global Connections: Study Abroad

The Madison Hotel

March 6-8, 2008

SECTION A:

Name of Registrant: _____
 (Please type or print clearly. Name and institution will appear on registrant's badge.)
 Position or Title: _____
 Institution or Organization: _____
 Address: _____
 City: _____ State: _____ Zip: _____ Country: _____
 Phone: () _____ Fax: () _____ Email: _____
 Are You New to CCIS Conferences? (CIRCLE ONE) YES NO
 Special Needs (dietary, mobility, etc.): _____

SECTION B:

REGISTRATION

	Payment Received by December 20, 2007	Payment Received after December 20, 2007	Amount Paid
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Full Registration:*

CCIS Member	\$310.00	\$360.00	_____
CCIS Member Add'l Registrant [∇]	\$285.00	\$335.00	_____
Non-Member	\$360.00	\$410.00	_____
Non-Member Add'l Registrant [∇]	\$335.00	\$385.00	_____

Daily Registration:**

Thursday, March 6th	\$135.00	\$160.00	_____
Friday, March 7th	\$160.00	\$185.00	_____
Saturday, March 8th	\$110.00	\$135.00	_____

Pre-Conference Workshops:

Triple Your Dollars	\$50.00	\$50.00	_____
Safety and Responsibility	\$50.00	\$50.00	_____

Guest Registration:***

<u>Name of Guest</u>			
Thursday, March 6th	\$ 50.00	\$ 60.00	_____
Friday, March 7th	\$ 75.00	\$ 85.00	_____
Saturday, March 8th	\$ 35.00	\$ 45.00	_____
Full Guest Registration	\$150.00	\$180.00	_____

REGISTRATION TOTAL \$ _____

* Full Registration and payment includes all conference sessions, and meals and beverage breaks as outlined in this preliminary program. Pre-conference workshops are not included in this fee.

[∇] All Additional Registrants must fill out Section A separately. Photocopies of this registration form or the typed information are acceptable.

** Daily Registration and payment includes all conference sessions, meals and beverage breaks as authorized in the preliminary program for the day(s) indicated. Pre-conference workshops are not included in this fee.

*** Guest Registration includes all meals and beverage breaks as indicated in the preliminary program on those days for which the guest is registered. Attendances at pre-conference workshops are not included in this fee.