

Workshop(s) and Hotel are done separately, but all accessible via link provided.

<http://conferences.k-state.edu/academicchairpersons/>

The link provided will have a REGISTER NOW button/tab. Click on it and an informational screen will appear; 5<sup>th</sup> line down will say “Click here to **Register Online**”. Click and a login screen for registration will appear. If you have never been to one of these conferences, you will need to create an account first.

For those wanting to attend **only** the **AITU New Department Chairs Workshop** (“*AITU Pre-Conference Workshop*” as noted online), you need to select **AITU Pre-conf. - \$0** from the **Registration Type** drop down menu towards the top of screen. You also need to select *AITU Pre-Conference (AITU group only)-\$250* from the Session Table towards the bottom. When you check-out and pay, an invoice for a **single person registration** will be **\$250**.

For those wanting to attend the **AITU New Department Chairs Workshop** **and** the optional **2017 Academic Chairpersons Workshop** you need to select **General Attendee-\$565** or **Team-3 or more-\$495** from the **Registration Type** drop down menu. You are not selecting the *AITU Pre-Conf.-\$0 here*. *You will then go to the Session table towards the bottom - - here you will select AITU Pre-Conference (AITU group only)-\$250*. When you check-out and pay, an invoice for a **single person registration** will be for  $\$250 + \$565 = \mathbf{\$815}$ .

Next, you will want to register with the hotel. When you get back to the main screen, you will see a Location tab, click on it and select **Intercontinental New Orleans** from the drop down menu. You then want to click on Intercontinental New Orleans header to take you to the hotel information page & directions to Book Online.

Meeting Registration

Location: New Orleans, LA

Date: 2/8/2017 to 2/10/2017

Your Address:
 

- General Attendee - \$565.00
- Team-3 or More (list names) - \$495.00
- Dean - \$495.00
- ATTN: re-cont only pick below - \$0.00**

Registration Type: **ATTN: re-cont only pick below - \$0.00**

Start Date: 2/8/2017 End Date: 2/10/2017

select one of these options if you plan on attending BOTH workshops  
 AITU Workshop and (Feb 8th)  
 select the bottom option ONLY if you plan  
 on attending only the AITU New Dept. Chairs Workshop.  
 (Feb. 8th)

Team Member Names(required for team registrations)

City and State of Institution

Institution Size

Academic Position: Other

Length of time serving as Chair: I am not a Chair

Number of years attending conference: First

Special Assistance/Dietary Requirements

Cell phone number (of participant): 312-560-2756

Emergency Contact name & number (other than you)

Would you like a certificate of attendance? No

ALL AITU Members select this

Session	Date	Start Time	End Time	Available Seats	Cost	Register	Quantity
<b>Pre-conference workshops run concurrently. Please only choose one workshop.</b>							
<b>Wednesday Full Day Pre-Conference Workshops</b>							
AITU Pre-Conference (AITU group only)	2/8/2017	9:00 AM	4:00 PM	Yes	\$250.00	<input checked="" type="checkbox"/>	1
New Chair Alliance	2/8/2017	9:00 AM	4:00 PM	Yes	\$245.00	<input type="checkbox"/>	
Dr. Kent Crookston - Problem Faculty: a 6-step Guide	2/8/2017	9:00 AM	4:00 PM	Yes	\$245.00	<input type="checkbox"/>	
<b>Wednesday Half Day Pre-Conference Workshops</b>							
Dr. Donald Chu - 2.0 Departments	2/8/2017	1:00 PM	4:00 PM	Yes	\$155.00	<input type="checkbox"/>	
Dr. Walt Gmelch - Department Leadership in Action: Enhancing Your Leadership and Academic Team	2/8/2017	1:00 PM	4:00 PM	Yes	\$155.00	<input type="checkbox"/>	

If registering more than  
 (1) person from your school,  
 remember to adjust.

Back to Meetings Continue