

# NACURH 2024

## Annual Conference Registration Guide





Welcome!

New Mexico State University welcomes  
you to NACURH 2024!

We want to make registration  
as easy as possible!

To do so, we've created a guide; all you  
need to do is follow along!

Come Along!

# Before You Register Please Read

The conference team highly suggests that **every NCC and Advisor** review this guide in full before filling out the registration forms!

This is to ensure that information is clear and if any questions arise, they can be addressed promptly.

Both the Institution Registration form and the Delegate Registration form(s) must be completed by the institution's NCC and/or Advisor.

# Timeline

**Institution and Delegation timelines are:**

**Open Registration:** April 17th, 2024 – May 1st, 2024

**Late Registration:** May 2nd, 2024 – May 8th, 2024

There will be a late registration fee of \$25.00 per person added after May 1st, 2024.

\***Note:** if max capacity has been reached, we will no longer be accepting late registrations.

## Delegation Cap

There isn't a delegation cap for the 2024 annual conference.

# Registration Form

**Institution form:** Please fill out the institution form before proceeding with delegate registration. This form is strictly for the NCC or Advisor of the attending institutions to complete, in order for the registration team to keep track of the number of individuals who will be in attendance. This form will include all travel, number of delegates and other information needed.

We would like to avoid unidentified delegates as much as possible.

Please be as specific as possible when registering your institution.

**Delegate form:** The delegate form must be completed by the NCC/Advisor. This form is for every individual delegate who will be in attendance of the NACURH 2024 Annual Conference. It is specific to the individual delegates and accommodations, it will ask things such as contacts, accommodation requests, and emergency contacts.

In the delegate form please be sure to include specific accommodations that the host institution should be aware of before the conference. We want to ensure every delegate is comfortable and properly accommodated.

We want to be mindful of unidentified delegates. If your institution believes there is a ghost delegate registered please make sure to reach out ASAP to correct this.

All institutions are responsible for any delegates registered for the conference, identified or unidentified, and will be charged in full at the close of the registration. Refer to page 5 of the guide for refund policy.



**Where to register?**

Go to [conference.nacurh.org](https://conference.nacurh.org)

**Under registration tab:**

Registration Delegate NACURH 2024  
Institution form

# Demographic Information

This information will reflect everything that is needed to complete the demographic information of the delegate forms:

- Region
- Institution name
- First, Last and Preferred name.
- Gender
- Pronouns
- Delegate/ Advisor school institution provided email
- Phone number
- Role
- T-Shirt size
- Will you be at least 18 years of age at the start of the conference?
- Health insurance information
- Emergency contact, relationship, and phone number
- Listing of allergies, dietary needs, and restrictions
- Service Animals
- Accommodations
- Religious Accommodation
- Preferred Housing Accommodations
- Additional stays
- Linens
- Case Study

# Gender Inclusive Housing

NMSU and the NACURH conference team are committed to the success of all our guests. Our inclusive housing option allows students to reside in the same room and suite as individuals who may be of another gender and/or do not identify along the gender binary. This option is open to everyone who chooses to opt in. Please select the option that best aligns with your room preference.

## Accommodations

As the host institution, NMSU holds the highest priority to ensure all delegates are properly accommodated. We want to ensure comfortability during the duration of the conference such as ADA accommodations, lowering of beds, religious/spiritual affiliations, and the inclusion of all genders.

\*Room Assignments: Attendees are not guaranteed to be in the same rooms/suites with members of their delegation. Equal number of rooms will be assigned based on number of attendees.

Note\* NMSU beds for housing options are standard lofted twin XL beds or full beds depending on room assignment. If a specific accommodation is needed to lower the lofted bed, please indicate that in the delegate registration form.



# Unidentified Delegates

This section confirms that an individual is registering a delegate that was previously an unidentified delegate. It includes first name, last name, and the email of the individual that is completing the form.

## Acknowledgment

There is an acknowledgement of cancellation policy that needs to be verified. This confirms that the individual is aware of the policy and the fee that is imposed for any identified or unidentified individuals at the

## Compliance Section

NCC/Advisors, please be mindful that every delegate that is registered is required to complete the NACURH waiver.

All conference attendees are required to adhere to New Mexico State University policies during the duration of their stay.

# Payment and Cost of Conference

The Annual Conference Team will be sending out invoices at a later time. If you have immediate questions, please contact [conf\\_finance@nacurh.org](mailto:conf_finance@nacurh.org)

## **Delegate cost:**

**\$365** per delegate for a Double occupancy room  
**\$380** for Single occupancy room

**Late registration fee:** Additional \$25.00 per person

## **\*Note: Single occupancy is exclusively for:**

1. Institution Requiring Single Room Housing
2. ADA accommodation
3. Advisors
4. Extenuating circumstance

**Delegate price** includes housing accommodations for May 24, 25, and 26, meals for Friday dinner, and all three meals for Saturday/Sunday and Monday breakfast and conference materials/events.

## **No Pay - No Key Policy:**

The Annual Conference Team will provide housing (keys) only to those delegations whose conference fees are paid, in addition to the established late registration fees.

# Optional Add-On Fees

## Transportation

Shuttles are available for \$50 per person roundtrip from El Paso, Texas airport arriving on 5/24 and departing 5/27.

To ensure smooth coordination of travel arrangements for the conference, we kindly request that those registering on behalf of their institution provide flight details of all attendees during the registration. As we know that travel arrangements are preliminary at this point in the registration process, we ask for your best estimate for your flight plans and we will be requesting more exact details shortly through a separate form only for those interested in the shuttle service.

## Extra Night of Housing

Extra night of housing on Thursday, May 23 is available for \$35 for delegate/advisor double and \$40 for advisor single.

## Linens

**Linens** requested are an additional \$15.00 per delegate. Linens include bed sheets and a blanket.

## Philanthropy Pin

A limited number of philanthropy pins are available for \$5 per pin.

# Refund Policy

Who to contact regarding refunds: [conference@nacurh.org](mailto:conference@nacurh.org)

## **NACURH Refund Policy:**

- 1.** Cancellations will not be accepted once an attendee is registered. Any delegates registered for the conference must be paid in full.
- 2.** Conference delegates who are unable to attend may be replaced by other delegates with consideration of gender as set by the annual conference staff.
- 3.** The Annual Conference Staff has set the date of May 8th, by which unidentified delegates must be identified to be guaranteed the opportunity to attend the conference.
- 4.** Delegates who paid a registration fee, but did not attend conference, can request to have the variable cost portion of their registration refunded if the conference does not incur a deficit. No fixed costs will be refunded. The institution must submit a written request to the conference staff and the NACURH CRC within thirty (30) days of the close of conference.



Let us introduce ourselves!



Caren Davila-Varela  
Registration Chair



Danielle Swafford  
Registration Advisor

Have any questions? Please contact us at:  
[conf\\_registration@nacurh.org](mailto:conf_registration@nacurh.org)



# Thank you!

Questions? Ask Us!

Contact the NACURH 2024 Team

Registration Chair: [conf\\_registration@nacurh.org](mailto:conf_registration@nacurh.org)

