HI-TEC 2023
Volume Registration and SIG Pricing
July 24–27, 2023 (Mon–Thur) • Omni Atlanta Hotel at CNN, Atlanta, Georgia

Billing Information
Contact Name_________________________________________________  Email _________________________________
NSF ATE Center/Project or Other Organization Name  ________________________________________________________
Address  ____________________________________________________________________________________________
City ___________________________________ State _____  Zip _____________  Phone ___________________________
Billing Contact ________________________________________________  Email _________________________________

Method of Payment
☐ Mastercard  ☐ Visa
☐ AMEX  ☐ Purchase Order  PO Number ______________________________
Cardholder Name ____________________________________________________________________________________
Card Number ___________________________________________ Expiration date ___________________________
Signature ___________________________________________________________________________________________

Select  Number of Registrations  Discount Level  Cost/Person  Total Cost  Benefits
☐  28  Executive  $450  $12,600  See (1) below.
☐  12  Medallion  $500  $6,000  See (2) below.
☐  6  Associate  $550  $3,300  See (3) below.

No. of SIG seats: _________    Total cost for SIG attendees (@ $150 each): ____________

TOTAL COST OF REGISTRATION: ______________________

See p. 2 for more on workshops and SIGs.

Purchasers of Executive level (28) and Medallion level (12) registrations will be given the opportunity to host half-day preconference workshops and/or special interest group (SIG) meetings, pending approval by the executive committee. Priority with respect to space availability will be given to Executive purchasers.

- **Workshops** are open to all at a cost of $150 per person, to be paid by the attendee. This fee also covers beverage and break food and AV. Workshops are promoted on the conference website and appear as a selection on the conference registration form. Workshop registrations may be purchased in bulk. Contact swilson@cord.org.

- **SIGs** are attended by invitation only and are not promoted on the conference registration page and do not appear on the conference registration form. The $150 per-person attendance fee is paid by the hosting entity. SIG hosts should use this form to calculate the cost of the number of seats they plan to fill.

See p. 2 for more on workshops and SIGs.

HI-TEC Tax ID# 74-2077794

(1) Executive
- Savings of $145 per individual (based on early bird registration fee of $595)
- Complimentary Exhibit Hall booth ($1200 value)
- Opportunity to produce a half-day preconference workshop or special interest group meeting, contingent on approval by the program committee
- Ad in mobile conference program
- Listing on conference website as an Executive supporter of HI-TEC

(2) Medallion
- Savings of $95 per individual (based on early bird registration fee of $595)
- Complimentary Exhibit Hall booth ($1200 value)
- Opportunity to produce a half-day preconference workshop or special interest group meeting, contingent on space availability and approval by the program committee
- Ad in mobile conference program
- Listing on conference website as a Medallion supporter of HI-TEC

(3) Associate
- Savings of $45 per individual based on early bird registration fee of $595
- Listing in conference program and on conference website as an Associate supporter of HI-TEC

Questions? Sheila Wilson
swilson@cord.org • 254-749-5032

highimpact-tec.org
FAQs: HI-TEC Preconference Workshops and Special Interest Group Meetings (SIGs)

What are the main differences between workshops and SIGs?

- A **workshop** is a half-day hands-on professional development activity designed to increase the knowledge and skills of participants. **Any HI-TEC attendee** can register for and attend a workshop. Workshops are promoted on the HI-TEC website and appear as selections on the registration form.
- A **SIG** is a meeting that focuses on a particular topic, initiative, or grant-funded project. SIGs provide opportunities for networking, information sharing, and community building. **Attendance is by invitation only.** SIGs are not promoted on the HI-TEC website and do not appear on the registration form.

Do participants in workshops and SIGs have to register for HI-TEC?

- Yes (but workshop and SIG presenters do not have to register for their workshops or SIGs).

Who can produce a **workshop**, and what is involved?

- Anyone can submit a workshop proposal. Proposals are reviewed by the program committee and, if approved, assigned to preconference time slots. HI-TEC will make every effort to place workshops in the time slots requested. Up to five workshops can be accommodated in each half-day preconference time slot.
- Most workshops will have to meet a **minimum** enrollment requirement and may be capped at a **maximum** as well. If enrollment does not reach the required minimum, registrants will be notified of cancellation no later than July 7, 2023, and will be offered other workshop options or a refund.

Who can produce a **SIG**, and what is involved?

- Any group, organization, or project can submit a SIG proposal. Proposals are reviewed by the program committee and, if approved, assigned to preconference time slots. HI-TEC will make every effort to place SIGs in the time slots requested. Up to five SIGs can be accommodated in each half-day preconference time slot.
- To be approved for a SIG, the proposing entity must purchase at least 12 conference registrations (Medallion Discount Level, see p.1). **Preference** will be given to proposers that purchase 28 or more conference registrations (Executive Discount Level, see p.1).
- To cancel or adjust participant numbers and receive a refund, SIG producers must notify HI-TEC prior to July 7, 2023. No refunds will be made after that date.

What is the cost for workshops and SIGs?

- For workshops: $150 per participant, paid by the participant as part of conference registration
- For SIGs: The group sponsoring the SIG pays HI-TEC $150 per participant in advance (no later than July 7, 2023).

What about food, breaks, and AV?

- Beverages and snacks are provided by HI-TEC for workshop and SIG participants. **Breakfast and lunch are not provided.**
- Sponsoring groups (both workshops and SIGs) should inform HI-TEC by July 7, 2023, of the number of participants (including presenters) to ensure an accurate count for break refreshments.
- SIGs may wish to provide participant meals inside their meeting rooms. Contact **swilson@cord.org** for details. This must be arranged well in advance.
- AV and AV support will be provided for both workshops and SIGs.