

# 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 \_\_\_\_\_

Select	Number of Registrations	Discount Level	Cost/Person	Total Cost	Benefits
<input type="checkbox"/>	28	Executive	\$450	\$12,600	See (1) below.
<input type="checkbox"/>	12	Medallion	\$500	\$6,000	See (2) below.
<input type="checkbox"/>	6	Associate	\$550	\$3,300	See (3) below.

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](mailto: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.

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

Include this in total cost of registration.

**TOTAL COST OF REGISTRATION:** \_\_\_\_\_

## Method of Payment

HI-TEC Tax ID# 74-2077794

Mastercard  Visa

AMEX  Purchase Order PO Number \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

## BENEFITS

### (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](mailto:swilson@cord.org) • 254-749-5032

[highimpact-tec.org](http://highimpact-tec.org)

## HI-TEC 2023

### 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](mailto:swilson@cord.org) for details. This must be arranged well in advance.
- AV and AV support will be provided for both workshops and SIGs.