HI-TEC 2024
Volume Registration and SIG Pricing
July 29–Aug 1, 2024 (Mon–Thur) • Sheraton Kansas City Hotel at Crown Center

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 ____________________________________________________________ 3-digit code ___________________

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.

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** will be considered if the proposing entity purchases at least 12 conference registrations (Medallion Discount Level). Preference will be given to proposers that purchase 28 or more conference registrations (Executive Discount Level). 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.

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

Include this in total cost of registration.

**TOTAL COST OF REGISTRATION:** __________________

See p. 2 for more on workshops and SIGs.

Questions? Sheila Wilson
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See 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 can be by invitation only (will not be on the registration form) or can be open to the public (will be on the registration form and will be paid by the sponsoring entity. A code will be issued for public attendees.

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

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 June 10, 2024, and will be offered other workshop options or a refund.

Who can produce a SIG, and what is involved?
- 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 8, 2024. 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

What about food, breaks, and AV?
- Morning SIGs and workshops get breakfast and a snack break. Afternoon SIGs and workshops get lunch and a snack break.
- Sponsoring groups (both workshops and SIGs) should inform HI-TEC by July 8, 2024, of the number of participants (including presenters) to ensure an accurate count for break refreshments.
- Food and beverage for workshops and SIGs will be served in a common room.
- AV and AV support will be provided for both workshops and SIGs.