

NAME _____

TITLE _____

INSTITUTION/ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS _____

DAYTIME PHONE _____ FAX NUMBER _____

SPECIAL ACCOMMODATIONS OR DIETARY NEEDS _____

INSTITUTE REGISTRATION	# OF PEOPLE	TOTAL
Individual	\$295.00 x _____	_____
Group	\$285.00 x _____	_____

Group = price per person for three or more from the same organization registering with single payment)

OPTIONAL PRE-INSTITUTE WORKSHOPS (see descriptions on pg. 5 of brochure)

		# OF PEOPLE	TOTAL
MORNING	<input type="checkbox"/> 1A	\$140.00 x _____	_____
	<input type="checkbox"/> 1B	\$140.00 x _____	_____
	<input type="checkbox"/> 1C	\$140.00 x _____	_____
	<input type="checkbox"/> 1D	\$70.00 x _____	_____
	<input type="checkbox"/> 1E	\$70.00 x _____	_____
	<input type="checkbox"/> 1F	\$70.00 x _____	_____
	<input type="checkbox"/> 1G	\$70.00 x _____	_____
AFTERNOON	<input type="checkbox"/> 1H	\$70.00 x _____	_____
	<input type="checkbox"/> 1I	\$70.00 x _____	_____
	<input type="checkbox"/> 1J	\$70.00 x _____	_____
	<input type="checkbox"/> 1K	\$70.00 x _____	_____
	TOTAL	_____	_____

PAYMENT OPTIONS

- CHECK/MONEY ORDER
 VISA
 MC
 AMEX
 Diner's Club
 DISCOVER

CARD # _____ EXP DATE _____

CREDIT CARD BILLING ADDRESS _____

CITY/STATE/ZIP _____

SIGNATURE _____

REGISTRATION INFORMATION

Registrations will be accepted until **October 6, 2006** on a first-return basis. There will be a service fee of \$15 for all cancellations made prior to October 23, 2006. There will be no refunds of any kind after October 23, 2006.

Make checks payable to University Place and mail to:

Heather Fuller
 The 2006 Assessment Institute
 University Place Conference Center
 850 W. Michigan St.
 Indianapolis, IN 46202

 PHONE: (317) 274-3280
 FAX: (317) 274-3878
 EMAIL: hfuller@iupui.edu

HOTEL ACCOMMODATIONS

The Westin Indianapolis (Institute site) - Rooms are reserved at The Westin Indianapolis, 50 South Capitol Avenue, Indianapolis, IN 46204. The number of Institute rooms is limited. Reservations can be made by calling 1-317-262-8100, or through the Westin Central Reservation Offices at 1-800-937-8461. Be sure to identify yourself as attending the 2006 Assessment Institute to be eligible for the Institute rate. **The hotel deadline to obtain these rates is September 28, 2006.**

The Westin Indianapolis Room Rates:

- Single Occupancy: \$120 + \$18 tax
- Double Occupancy: \$120 + \$18 tax
- Triple Occupancy: \$130 + \$19.50 tax
- Quad Occupancy: \$130 + \$19.50 tax

EARLY HOTEL DEPARTURE FEES

There will be an early departure fee of one night's room and tax in the event that you check out prior to your reserved check-out date. Guests wishing to avoid this fee must advise the hotel at or before check-in of any change in their length of stay.