

**INDIVIDUAL
REGISTRATION FORM**
See Registration
Instructions on page 8.

**EARLY BIRD
POSTMARK DEADLINE:
OCTOBER 24, 2005
(Save \$40!)**

Conference fee includes Friday lunch and reception, Saturday continental breakfast, breaks, and all programming and session materials. Separate registration required for pre- and post-conference workshops, Faculty Developers' Breakfast Session, and Thursday Roundtable.

Registration is complete on receipt of full payment; sorry, we cannot accept e-mail registrations, purchase orders, or split registrations. Fax registrations accepted for credit card registrations ONLY. Refer to page 8 for refund policies.

To register for the conference, please return this form with your check or money order payable to The Collaboration or with your credit card information.

Send to:

Collaboration Conference
2356 University Ave. West
Suite 230
St. Paul, MN 55114
Fax: (651) 646-3162

For more information, contact The Collaboration at (651) 646-6166, or e-mail us at collab@collab.org

**SPACE IS LIMITED—
REGISTER EARLY!**

For Office Use Only

PD _____ AMT _____
C# _____ DD _____

NAME (Dr./Mr./Ms.) _____ BADGE NAME _____
TITLE _____ DEPARTMENT _____
INSTITUTION _____
STREET _____
CITY, STATE, ZIP _____
DAYTIME TELEPHONE _____ FAX _____
EMAIL ADDRESS _____
DISCIPLINARY AREA (check) Humanities Arts Sciences/Technology Social Sciences
 Education Health Sciences Other _____
PLEASE NOTE ANY SPECIAL PHYSICAL OR DIETARY REQUIREMENTS _____

To help with planning, check to indicate your preference for concurrent sessions (see pages 4 and 5):

SESSION 1: (choose one) A B C D E F G H
SESSION 2: (choose one) A B C D E F G H
SESSION 3: (choose one) A B C D E F G H
SESSION 4: (choose one) A B C D E F G H

CONFERENCE REGISTRATION FEES

POSTMARK YOUR REGISTRATION BY OCTOBER 24 FOR THE EARLY BIRD RATE!

	REGIONAL, ASSOCIATE & MINORITY-SERVING AFFILIATE MEMBER	OTHER AFFILIATE MEMBER*	NONMEMBER
FULL CONFERENCE REGISTRATION (see pages 5-6 for member institutions)			
Faculty or Staff	<input type="checkbox"/> \$225	<input type="checkbox"/> \$235	<input type="checkbox"/> \$295
Graduate or Undergraduate Student	<input type="checkbox"/> \$120	<input type="checkbox"/> \$130	<input type="checkbox"/> \$165
Undergraduate Student Presenter	<input type="checkbox"/> Free	<input type="checkbox"/> Free	<input type="checkbox"/> \$165
SINGLE DAY REGISTRATION			
Friday Only	<input type="checkbox"/> \$170	<input type="checkbox"/> \$180	<input type="checkbox"/> \$225
Saturday Only	<input type="checkbox"/> \$150	<input type="checkbox"/> \$160	<input type="checkbox"/> \$200
PRECONFERENCE REGISTRATION (includes continental breakfast)	<input type="checkbox"/> \$75	<input type="checkbox"/> \$75	<input type="checkbox"/> \$95
<input type="checkbox"/> [A] Facilitator Training			
<input type="checkbox"/> [B] Leading Effectively in a Diverse Environment			
<input type="checkbox"/> [C] Managing Conflict Confidently			
<input type="checkbox"/> [D] Off to a Great Start			
<input type="checkbox"/> [E] Using the Arts			
FACULTY DEVELOPERS' BREAKFAST SESSION REGISTRATION	<input type="checkbox"/> \$28	<input type="checkbox"/> \$28	<input type="checkbox"/> \$35
FACULTY DEVELOPERS' NETWORK PACKAGE (includes Fall and Winter Breakfast Sessions and annual Retreat—\$110 member savings)	<input type="checkbox"/> \$110	<input type="checkbox"/> \$110	
MINORITY-SERVING INSTITUTION ROUNDTABLE (Thursday, November 17)	<input type="checkbox"/> Free	<input type="checkbox"/> Free	<input type="checkbox"/> Free
POST-CONFERENCE WORKSHOP WITH CLAUDE STEELE (Saturday, November 19; by special invitation only)	<input type="checkbox"/> I plan to attend the Plenary Session and Workshop.		
	<input type="checkbox"/> I plan to attend only the Workshop		
SUBTOTAL:	_____	_____	_____
If postmarked after October 24, 2005, add \$40	<input type="checkbox"/> \$40	<input type="checkbox"/> \$40	<input type="checkbox"/> \$40
TOTAL PAYMENT ENCLOSED:	_____	_____	_____
<input type="checkbox"/> CHECK ENCLOSED	<input type="checkbox"/> CREDIT CARD PAYMENT	<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD
CREDIT CARD NUMBER _____	EXPIRATION DATE _____		
SIGNATURE _____			

*Member institutions outside the five-state region of Iowa, Minnesota, North Dakota, South Dakota, and Wisconsin that are not Minority-Serving Institutions.



CONFERENCE INFORMATION

CONFERENCE PLANNING COMMITTEE

MARLA AMBORN
The Collaboration

COLLEEN BELL
Hamline University

A. S. ELKHADER
Northern State University

KEVIN FIENE
Wartburg College

CYNTHIA GRAY-MASH
University of Wisconsin-Eau Claire

LAURIE HAMRE
Macalester College

QUENTIN HART
Hawkeye Community College

CHERYL HILINSKI
The Collaboration

REGISTRATION INSTRUCTIONS

The conference registration form can be found on page 7 of this brochure and on our website at www.collab.org. Please complete all sections of the form and return it with full payment. If using the online registration form, simply complete, print, sign, and mail or fax it with your payment.

Remember to indicate your preferences for concurrent sessions; this helps the conference staff with scheduling and helps presenters plan accordingly. **Save \$40 when you register by the Early Bird postmark deadline, October 24!**

CONFERENCE REGISTRATION REFUND POLICY

Registration fees paid in advance are refundable (less a \$50 cancellation fee) if written notice is received by **November 11, 2005**. Refunds cannot be made after that date unless the request is accompanied by written notification from a licensed medical professional. All refunds will be issued after the conference.

CONFERENCE CANCELLATION POLICY

It is very unlikely that the conference would be cancelled due to inclement weather. We are bound by hotel policies and are still billed for catering and room charges; therefore, we regret that we cannot reimburse registrants in the event of bad weather.

HOTEL ACCOMMODATIONS (\$94 SINGLE OR DOUBLE)

Make your hotel reservations by contacting the Sheraton Bloomington Hotel, 7800 Normandale Boulevard, Bloomington, MN 55439, (888) 625-5144. **To receive the discounted conference rate, make your reservations by October 18, 2005 and identify yourself as a Collaboration conference participant.** To guarantee your room for late arrival, the hotel requires payment for the first night or credit card confirmation of your reservation. If you must cancel your reservation, please do so prior to 6:00 p.m. on the scheduled day of arrival or you will forfeit the first night's room and tax deposit.

VISIT THE CONFERENCE BOOKSTORE

The University of St. Thomas will provide a bookstore during the conference, including an assortment of books related to the conference theme and other topics in higher education. This is a great opportunity to stock up on resources to support improved teaching and learning. The bookstore will take checks and major credit cards.

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Suite 230
St. Paul, MN 55114

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THE COLLABORATION for the Advancement of College Teaching & Learning is a regional alliance of public, private, and tribally-affiliated colleges and universities that supports and promotes outstanding college teaching and learning. Institutions in Iowa, Minnesota, North Dakota, South Dakota, and Wisconsin are eligible for Regional Membership; those outside the five-state region for Affiliate Membership; and higher education system offices and nonprofit educational organizations other than campuses for Associate Membership. For more information, contact The Collaboration.

President & Chief Executive Officer: Lesley K. Cafarelli
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