



**2007 CUPA-HR Midwest Region Conference**  
**Madison, Wisconsin · May 6-9, 2007**  
**The Madison Concourse Hotel and Governor's Club**



**Registration and Information**

**Online:** <http://www.cupahrregions.org/midwest/conference/2007/index.html> or <http://www.cupa.utk.edu/midwest/>

**Fax:** You may fax purchase orders and credit charges 24 hours a day to (865) 974-0264

**Mail:** UT Conferences, P.O. Box 2648, Knoxville, TN 37901. To deliver by courier send to UT Conferences, 600 Henley Street, Ste 212, Knoxville, TN 37902, phone (865) 974-0280.

**Conference Registration Policies:**

**Please note:** You may register by fax, mail or on the web. Regardless of the method, your payment or a purchase order (accepted from members only) must accompany your registration form. **Purchase orders must be paid by the early-registration date for the early-registration fee to apply.** Purchase orders paid after the early registration deadline will be rebilled at the regular fee. **If purchase orders are not paid by the conference, the participant will be required to pay on site by check or credit card.**

**Member and Additional Institutional**

**Participants-**After the first registration at full price, additional conference registrations from the same institution submitted at the time will qualify for a discount. Please coordinate with your colleagues to receive this discount. No exceptions will be made.

**Presenters-**Individuals who are presenting a concurrent session are eligible for a discounted full-conference registration fee. Presenters must pre-register.

**One-day Registration-**One-day registration fees are available for members and non-members. These fees cover all day-time meals and activities. Evening activities are extra.

**Guest/Spouse Registration-**Registrants may purchase a full meal plan or individual meals and social events for accompanying spouses and guests. The name of the guest/spouse and payment must accompany the registration form.

**Substitutions-**An individual from your institution may attend the conference in your place. Please send notification in writing of the substitution before the conference by email to

[conferences@utk.edu](mailto:conferences@utk.edu) or by fax to

865-974-0264.

**Cancellations and Refunds-**To qualify for a refund on conference registration fees, send a written request by 04/27/2007. An administrative fee of \$50.00 will be assessed on conference fees. Fees for no-show and late cancellations will not be refunded.

**Mail Cancellation requests to:** UT Conferences, P.O. Box 2648, Knoxville, TN 37901. Email: [conferences@utk.edu](mailto:conferences@utk.edu) or fax to (865) 974-0264

**For registration questions:**

Call UT Conferences (865-974-0280) or Email us at [Conferences@utk.edu](mailto:Conferences@utk.edu)

**For program specific questions:**

call (740) 392-6868 Ext.4408 or email [prhoton@mvnu.edu](mailto:prhoton@mvnu.edu)

**Registration Form (USE ONE FORM FOR EACH REGISTRANT)**

Check here if the following information is to be used to update your membership record.

Full Name \_\_\_\_\_ Nickname for Badge \_\_\_\_\_

Title \_\_\_\_\_

Institution/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

**CHECK ALL THAT APPLY**

- Participate in the Tuesday, A.M. Fun Run/Walk  First time attendee  
 Vegetarian/Pasta Meals  Special Dietary Needs. Please Explain  
 CUPA-HR seeks to accommodate all persons requiring special accommodations, aids or services for the conference. Please check here and a representative will contact you.

**Registration Fees (CIRCLE ALL THE APPROPRIATE FEES)**

**FULL-CONFERENCE REGISTRATION**

Includes all educational sessions, social events, meals, and exhibit hall admission.

	<b>Early Rate</b> On or before 4/6/07	<b>Regular Rate</b> After 4/6/07
<input type="checkbox"/> <b>Member</b> (First registrant from a member institution)	<b>\$350</b>	<b>\$400</b>
<input type="checkbox"/> <b>Additional registrant from the same Member institution</b> (All registrations must be submitted together to receive the discount)	<b>\$325</b>	<b>\$375</b>
<input type="checkbox"/> <b>Non-member</b>	<b>\$425</b>	<b>\$475</b>
<input type="checkbox"/> <b>Presenter</b>	<b>\$325</b>	<b>\$325</b>
<input type="checkbox"/> <b>Midwest Board Member</b>	<b>\$165</b>	<b>\$165</b>
<input type="checkbox"/> <b>Honorary Life Member</b>	<b>Complimentary</b>	<b>Complimentary</b>

**One-Day Registration**

Does not include Tuesday evening activity. CHECK APPROPRIATE DAY.

<input type="checkbox"/> <b>Member</b>	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<b>\$150 Each Day</b>	<b>\$150 Each Day</b>
<input type="checkbox"/> <b>Non-member</b>	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<b>\$200 Each Day</b>	<b>\$200 Each Day</b>

**For Planning purposes only, please CHECK THE EVENT(S) you plan to attend:**

<input type="checkbox"/> Sunday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday
Opening Reception	Campus Comedy Capers	Breakfast

**INDIVIDUAL GUEST/SPOUSE MEALS (If not registered for full conference)**

**Guest Name (s)**

<input type="checkbox"/> Opening Reception	\$50	\$50
<input type="checkbox"/> Monday Lunch	\$40	\$40
<input type="checkbox"/> Tuesday Lunch	\$40	\$40
<input type="checkbox"/> Tuesday Evening Event	\$75	\$75

**Total Amount Due** \$ \_\_\_\_\_ \$ \_\_\_\_\_

**Payment** (See Conference Registration Policies in left-hand Column)

To be processed, a payment or purchase order must accompany the registration form.

- Enclosed check made payable to University of Tennessee  
 Purchase order # \_\_\_\_\_ (members only)  
 Credit Card (CIRCLE CARD TYPE) AMEX Discover MasterCard Visa  
 Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_