

**REGISTRATION FORM—INVOICE**  
**NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC**  
**NINETY-NINTH ANNUAL MEETING**  
**Westin Kierland Resort**  
**November 17 – 21, 2023**

A separate registration form and fee are required for each attendee.  
Hotel reservations must be made directly with the Westin Kierland Resort.

Registration for NASM Pre-Meeting Workshops and the Annual Meeting will close at 5:00 p.m. EDT on Monday, October 23, 2023. The list of attendees provided to registrants will contain only the names of individuals who have registered by October 23. After that date, registration for all events may be accomplished on-site at the Westin Kierland Resort, beginning at 10:00 a.m. on Friday, November 17.

REGISTRANT'S NAME \_\_\_\_\_  
TITLE \_\_\_\_\_ DEPARTMENT/UNIT \_\_\_\_\_  
INSTITUTION/AFFILIATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
EMAIL \_\_\_\_\_ TELEPHONE \_\_\_\_\_

**VOTING DESIGNATION:** *(check only one)*

- ☐ Official Voting Representative of a Member Institution  
☐ Alternate Voting Representative of a Member Institution  
☐ Non-Voting Attendee

**NEWCOMER:**

- ☐ First-Time Attendee at an NASM Annual Meeting

**ANNUAL MEETING PROGRAM MATERIALS:**

*(NASM will be offering its 2023 Pre- and Annual Meeting materials in both electronic app and hardcopy formats. Please choose only one of the following.)*

- ☐ I prefer to receive NASM Annual Meeting materials in hardcopy.  
☐ I prefer to receive NASM Annual Meeting materials through use of the app.

**MEETING FEES:**

**PRE-MEETING WORKSHOPS (FRIDAY, NOVEMBER 17 AND SATURDAY, NOVEMBER 18)** *(optional)*

*Please consult the schedule before registering for more than one NASM pre-meeting workshop. Two- and full-day workshops include refreshments and a box lunch.*

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|--|------------------|
| <input type="checkbox"/> New Music Administrators in Higher Education <i>(Friday, 2:00 p.m.–5:00 p.m. and Saturday, 8:15 a.m.–3:45 p.m.)</i>       | <b>\$ 140.00</b> |
| <input type="checkbox"/> The NASM Handbook: Working with the National Standards and Guidelines <i>(Friday, 3:30 p.m.–5:30 p.m.)</i>                | <b>N/C</b>       |
| <input type="checkbox"/> Creating Effective Format A Self-Studies <i>(Saturday, 8:15 a.m.–3:45 p.m.)</i>   | <b>\$ 100.00</b> |
| <input type="checkbox"/> Roundtable for Assistant Directors/Associate Deans <i>(Saturday, 9:00 a.m.–3:45 p.m.)</i>                                 | <b>\$ 100.00</b> |
| <input type="checkbox"/> Community and Two-Year Colleges: Preparing for Comprehensive Accreditation Reviews <i>(Saturday, 1:15 p.m.–3:45 p.m.)</i> | <b>N/C</b>       |
| <input type="checkbox"/> Non-Degree-Granting Institutions: An Open Conversation <i>(Saturday, 1:15 p.m.–3:45 p.m.)</i>                             | <b>N/C</b>       |

**ANNUAL MEETING (SATURDAY, NOVEMBER 18 – TUESDAY, NOVEMBER 21)**

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|---|------------------|
| <input type="checkbox"/> Annual Meeting   | <b>\$ 210.00</b> |
| <input type="checkbox"/> Additional charge for on-site registration <i>(if applicable)</i>  | <b>\$ 25.00</b>  |
| <input type="checkbox"/> Orientation for Music Executives New to NASM <i>(Saturday, 4:00 p.m.–4:45 p.m.)</i>                            | <b>N/C</b>       |
| <input type="checkbox"/> Welcome Roundtable for Women Music Executives <i>(Saturday, 5:00 p.m.–6:00 p.m.)</i>                           | <b>N/C</b>       |
| <input type="checkbox"/> Workshop: Specific Procedures for NASM Evaluation <i>(Tuesday, 7:30 a.m.–11:30 a.m.; includes a box lunch)</i> | <b>N/C</b>       |

**SPOUSE/PARTNER/GUEST RECEPTION:**

**Total** \_\_\_\_\_

- ☐ My spouse/partner/guest will attend the Reception for Spouses/Partners/Guests *(Sunday, 11:00 a.m.–12:00 p.m.)*  
*If checked, please provide spouse's/partner's/guest's full name:* \_\_\_\_\_

**PAYMENT:**

- ☐ Charge \$ \_\_\_\_\_ to my credit card *(Visa, MasterCard, or American Express):*  
Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
- ☐ A check made payable to NASM is enclosed.
- ☐ I will call the National Office (703-437-0700 ext. 118) before Monday, October 23 with my credit card information. *(Note: If credit card information is not received within 7 days, NASM will send an invoice for the amount due.)*

***If returned by mail, email, or facsimile, a completed registration form must be received by October 23, 2023.***

Mail to: 11250 Roger Bacon Drive, Suite 21 Reston, VA 20190 — Email: [aelkins@arts-accredit.org](mailto:aelkins@arts-accredit.org) — Facsimile: (703) 437-6312

NASM's Federal Tax I.D. Number is 42 6063572

*If registering on-site, please bring a completed registration form to expedite the process.*