

REGISTRATION FORM – INVOICE
National Association of Schools of Music Annual Meeting
CELEBRATING 100 YEARS | 1924–2024
Hilton Chicago: November 22–26, 2024

Lists of attendees provided in the Annual Meeting app will include only names of individuals who have registered for a Pre-Meeting Workshop and/or the NASM Annual Meeting by 5:00 p.m. EDT on Friday, October 25, 2024.

On-site registration for Pre-Meeting Workshops and the Annual Meeting will begin at 7:30 a.m. on Friday, November 22 at the Hilton Chicago. A \$25 on-site registration fee will be assessed at that time.

Please note: Hotel reservations must be made directly with the Hilton Chicago

REGISTRANT'S NAME _____

TITLE _____ **DEPARTMENT/UNIT** _____

INSTITUTION/AFFILIATION _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

EMAIL _____ **TELEPHONE** _____

- VOTING DESIGNATION:** *(please check only one)*
- Official Voting Representative of a Member Institution
 - Alternate Voting Representative of a Member Institution
 - Non-Voting Attendee

ANNUAL MEETING PROGRAM MATERIALS:
 NASM will offer its 2024 Annual Meeting materials through the use of an electronic meeting app. Attendees will receive an email with instructions for downloading the app prior to the Pre-Meeting Workshops and the Annual Meeting.

- NEWCOMER:**
- First-Time Attendee at an NASM Annual Meeting

MEETING FEES:
Please consult the schedule before registering for more than one NASM Pre-Meeting Workshop.
**Box lunch will be provided to registrants. +Box lunch and refreshments will be provided to registrants.*

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| PRE-MEETING WORKSHOPS (FRIDAY, NOVEMBER 22 AND SATURDAY, NOVEMBER 23) (optional) | |
| <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>) + | \$ 140.00 |
| <input type="checkbox"/> The NASM <i>Handbook: Working with the National Standards and Guidelines (Friday, 3:30 p.m.–5:30 p.m.)</i> | N/C |
| <input type="checkbox"/> Creating Effective Format A Self-Studies (<i>Saturday, 8:15 a.m.–3:45 p.m.</i>)+ | \$ 100.00 |
| <input type="checkbox"/> Roundtable for Assistant Directors/Associate Deans (<i>Saturday, 9:00 a.m.–3:45 p.m.</i>)+ | \$ 100.00 |
| <input type="checkbox"/> Mid-Career Music Administrators (<i>Saturday, 1:15 p.m.–3:45 p.m.</i>) | N/C |
| <input type="checkbox"/> Community and Two-Year Colleges: Preparing for Comprehensive Accreditation Reviews (<i>Saturday, 1:15 p.m.–3:45 p.m.</i>) | N/C |
| <input type="checkbox"/> Non-Degree-Granting Institutions: An Open Conversation (<i>Saturday, 1:15 p.m.–3:45 p.m.</i>) | N/C |
| ANNUAL MEETING (SATURDAY, NOVEMBER 23 – TUESDAY, NOVEMBER 26) | |
| <input type="checkbox"/> Annual Meeting | \$ 210.00 |
| <input type="checkbox"/> Additional charge for on-site registration (<i>if applicable</i>) | \$ 25.00 |
| <input type="checkbox"/> Orientation for Music Executives New to NASM (<i>Saturday, 4:00 p.m.–4:45 p.m.</i>) | N/C |
| <input type="checkbox"/> Welcome Roundtable for Women Music Executives (<i>Saturday, 5:00 p.m.–6:00 p.m.</i>) | N/C |
| <input type="checkbox"/> Workshop: Specific Procedures for NASM Evaluation (<i>Tuesday, 8:00 a.m.–12:00 p.m.</i>)* | N/C |
| <input type="checkbox"/> Meeting with NASM Staff (<i>Tuesday, November 26, 9:00 a.m.–12:00 noon</i>) | N/C |
| <input type="checkbox"/> Meeting with Seasoned Administrators (<i>Tuesday, November 26, 9:00 a.m.–12:00 noon</i>) | N/C |
| Total _____ | |

- SPOUSE/PARTNER/GUEST RECEPTION:**
- My spouse/partner/guest will attend the Reception for Spouses/Partners/Guests (*Sunday, 10:00 a.m.–11:00 a.m.*)
If checked, please provide spouse's/partner's/guest's full name: _____

- PAYMENT:**
- Charge \$_____ to my credit card (*Visa, MasterCard, or AmEx*) Number: _____ Exp. Date: _____
 - A check made payable to NASM is enclosed.
 - I will call the National Office (Angie Elkins: 703-437-0700 ext. 125) before Friday, November 1 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.)

To avoid incurring an additional on-site registration fee, a completed registration form in electronic or hardcopy form must be received in the National Office no later than Friday, November 1, 2024. If registering on-site, please bring a completed registration form to expedite the process.

Please return to: **ATTN: Meeting Registration – NASM 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190**
Email: annualmeeting@arts-accredit.org — Facsimile: (703) 437-6312

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