

Remembering the Mission

Southern Association for
Institutional Research
October 11-14, 2003

Registration Materials

Sheraton Gunter Hotel
San Antonio, Texas



S A I R 2 0 0 3

SAIR 2003

Mark your calendar for **October 11-14** and come discover the warm hospitality of the Southwest in historic San Antonio, Texas for the 2003 Southern Association for Institutional Research Conference. The conference could not be set against a more eclectic and unique backdrop. The historic and elegant Sheraton Gunter Hotel is the perfect venue in which to tackle the higher education issues of the day. And when 'enough is enough,' the Sheraton Gunter is within one block of the famous San Antonio Riverwalk with its plethora of restaurants, night clubs and unique shops.

Emphasis for this year's conference is on **university and college missions and the role of the Institutional Research** in assuring the success of the college. In addition, SACS has recognized fulfillment of the college mission as an overriding component of their revised accreditation. Five Tracks have been established to address the most important issues in IR and Assessment today - and you are invited to participate.

Retool your IR skills with pre-conference workshops that begin on Saturday, October 11 and offer in-depth exposure to topics such as web site development, active server pages, statistics in IR, SAS programming, and use of the NSSE to improve educational practices. Sunday Workshops include two SPSS training sessions, ordinal regression analysis, SACS Compliance Certification, and a Newcomer's workshop that promises to ease the transition of those new to IR and Assessment.

Look for the **multitude of presentations**, panels, poster sessions, and discussions ranging in topics from the most effective IR practices, the new SACS criteria, to the importance of emerging technologies and undergraduate learning trends and what they tell us about retention.

Invoke yourself to an opportunity to unwind on Monday night and meet your contemporaries during the Monday Night Special Event - **Dinner with Mariachi Music, followed by a cruise along the Riverwalk**. The dinner will be held at the County Line restaurant, world famous for their Texas style barbecue.

Now is the time to register!. SAIR 2003 conference has something for everyone. Register for your workshops and the conference today! For additional information visit the conference website at www.sair.org or call 478-445-6353.

PRELIMINARY CONFERENCE SCHEDULE

Saturday, October 11

| | |
|-----------------|---------------------------------|
| 7:30am - 5:00pm | Registration (Crystal Foyer) |
| 8:00am - Noon | Workshops |
| 8:30am - Noon | SAIR Board Meeting |
| 1:00pm - 5:00pm | Workshops |
| 1:00pm - 5:00pm | Southern University Group (SUG) |
| 6:00pm | Early arrivals meet for dinner |

Sunday, October 12

| | |
|------------------|--------------------------------------|
| 7:30am - 5:00pm | Registration (Crystal Foyer) |
| 8:00am - Noon | Workshops |
| 8:30am - Noon | SUG |
| 12:45pm - 3:00pm | SAIR Mixed Doubles Tennis |
| 1:00pm - 5:00pm | Workshops |
| 3:00pm - 4:00pm | Affiliated & Special Interest Groups |
| 4:00pm - 4:45pm | Presenters & Facilitators Meeting |
| 5:00pm - 5:45pm | Newcomers Reception |
| 6:00pm - 7:30pm | Conference Opening Session |
| 7:30pm - 9:30pm | Opening Reception |

Monday, October 13

| | |
|------------------|---|
| 7:30am - 5:00pm | Registration (Crystal Foyer) |
| 7:30am - 8:30am | Continental Breakfast |
| 7:30am - 8:15am | Dinosaurs' (Past Presidents) Breakfast |
| 7:30am - 8:15am | Affiliated & Special Interest Groups |
| 8:30am - 9:30am | Conference General Session |
| 9:45am - 10:45am | Concurrent Sessions |
| 11:00am - Noon | Concurrent Sessions |
| Noon - 1:00pm | Lunchtime- On your own |
| 1:10pm - 2:00pm | Concurrent Sessions |
| 2:10pm - 3:00pm | Concurrent Sessions |
| 3:00pm - 3:15pm | Refreshment Break (Atrium) |
| 3:15pm - 4:15pm | SAIR Annual Business Meeting |
| 4:30pm - 5:15pm | Concurrent Sessions |
| 5:30pm - 6:15pm | Affiliated & Special Interest Groups |
| 7:00pm - 10:00pm | Special Event—Dinner with Mariachi Music Followed by 'Cruise' along the Riverwalk |

Tuesday, October 14

| | |
|-------------------|---------------------|
| 7:30am - 9:00am | Awards Breakfast |
| 9:10am - 10:00am | Concurrent Sessions |
| 10:10am - 11:00am | Concurrent Sessions |
| 11:10am - 12:10pm | Concurrent Sessions |
| 1:00pm - 4:30pm | SAIR Board Meeting |

SAIR 2003

ACCOMMODATIONS

VENUE

Sheraton Gunter Hotel
205 East Houston Street
San Antonio, Texas 78205
Phone (210) 227-3241
Fax (210) 227-3299

Sheraton Gunter Hotel is a historical San Antonio riverwalk hotel near the riverwalk restaurants and shops, the Alamo, theater district, and downtown San Antonio attractions. Originally dedicated on November 20, 1909, the Sheraton Gunter Hotel was recently rededicated, celebrating 91 years of continuous operation. Included in the rededication ceremony was the announcement of the completion of its \$8 million renovation. This restoration included guestrooms, meeting space and the hotel's public areas. The hotel has its own full-service upscale café and bakery, all-day room service, banquet facilities, and an evening pub lounge with a big screen TV and happy hour buffet. It also boasts a heated pool, exercise room, sundry shop and barber shop. Rooms feature remote control TVs with 35 channels, Nintendo and pay per view movies, irons and ironing boards and professional laundry service is available, as well as radio-alarm clocks, telephones with voice mail, antique style furnishings, private baths and security locks.

In order to receive the conference room rate, you must specify that you are with the Southern Association for Institutional Research or SAIR. Rates for rooms are shown below and are subject to state and local taxes, which currently are 17 percent. (Tax-exempt forms can be used to reduce a portion of the tax. Be sure to show these forms at check-in.) Your reservation must be made by September 10, 2003, in order to be guaranteed the conference rate, but you are encouraged to reserve as soon as possible to ensure availability. The conference rate will be honored three days prior to the conference and three days afterward. Please note that check-in is at 3:00 pm and check-out is at 12 noon. **An early departure fee of \$25 will be applied to all guests checking out prior to their departure date confirmed at check-in.**

RATES, RESERVATIONS, DESCRIPTIONS:

- Rooms are \$122/night for single or double occupancy
- Club Level is an additional \$20/room /night
- Additional persons (over 2 per room) are \$10 per person, per night, based on availability
- Connecting/adjoining rooms are available, but they are not guaranteed until check in.

Reservations can be made by calling toll-free 1.888.999.2089 or directly at 210.227.3241.

TRAVEL BY CAR:

From North

Travel on I-10 West until you come to I-37 North. Proceed on I-37 North and exit at Commerce Street. Turn left on Commerce Street and travel until you come to Navarro Street. Turn right on Navarro Street and continue to Travis Street. Turn left on Travis Street and continue to St. Mary's Street. The hotel drive is on the left.

From South

Take I-37 North and exit at Commerce Street. Turn left on Commerce Street and continue to Navarro Street. Turn right on Navarro Street. Stay on Navarro Street until you come to Travis Street. Turn left on Travis Street and proceed to St. Mary's Street. Turn left on St. Mary's and the hotel drive is on the left.

From East

Proceed on I-37 /state Highway 281 South into downtown. Take the Commerce Street exit and turn right onto Commerce Street. Make a left onto Alamo Plaza and continue until you come to Travis Street. Turn left onto Travis Street and continue to St. Mary's Street where you will turn left. The entrance to the hotel will be on the left.

From West

Take I-35 North to I-37 South and exit at Commerce Street. Turn right on Commerce Street and continue to Navarro Street. Turn right on Navarro Street and travel until you come to Travis Street. Turn left on Travis Street and follow this to St. Mary's Street. Turn left on St. Mary's Street and the hotel drive is on the left.

TRAVEL BY AIRPLANE:

Delta Airlines is the official airline for SAIR 2003, offering a 5-10% discount on published airfares. (Note that this discount is in addition to many other applicable discounts, such as advance purchase, so it is beneficial to make reservations early and to speak with an official Delta representative when planning your itinerary.) To make reservations and obtain the SAIR discount, contact Delta at 1.800.241.6760 (8:00am - 11:00pm EST) and refer to Delta File Number 198843A. Airlines also serving San Antonio Airport include America West, American, ASA, Continental, Comair, Midwest Express, Northwest, Southwest, and United.

TRANSPORTATION FROM THE AIRPORT:

San Antonio International Airport (SAT) is located in north central San Antonio, approximately eight miles or 15 minutes from the Sheraton Gunter Hotel. Shuttles service (vans) to the downtown hotels is \$9.00 and \$16 round trip. Taxi costs are \$15-\$17 to downtown (Up to 4 may share a cab).

DRESS:

Dress is business casual, but wear what makes you comfortable. Average October temperatures range from 59-81 degrees F, with an average of 70, but meeting rooms may be cooler.

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WORKSHOPS:

Workshop 1: Intermediate Statistics

Saturday, October 11, 8:00am - 11:30am

Primary Presenter: Gary Pike, *Mississippi State University*

Location: *St. Mary's University (by Shuttle from Hotel Lobby 7:45)*

This interactive workshop is designed to provide novice or intermediate institutional researchers with an introduction to analysis of variance, multiple regression, and factor analysis. Participants will learn when to use these statistical procedures, the assumptions underlying the procedures, how to conduct an analysis using standard statistical packages (i.e., SAS or SPSS), and how to interpret the results.

Workshop 2: Using Active Server Pages to Interact with Your Campus Via the World Wide Web

Saturday, October 11, 8:00am - 11:30pm

Primary Presenter: Sarah D. Carrigan, *University of North Carolina Greensboro*

Location: *St Mary's University (by Shuttle from Hotel Lobby 7:45)*

This workshop is intended for IR professionals who are familiar with the fundamentals of HTML and are interested in moving their day-to-day operations to a Web environment via ASP. This workshop will focus on introducing the fundamentals of Active Server Page (ASP) technology to the IR professionals who are already competent HTML users. Some of the most practical applications of an interactive web site in an IR office include survey data collection, and data editing for report development that requires multi-person input, such as faculty teaching and workload reports. The participant will learn the basic requirements for ASP use, see several IR specific examples developed by the workshop presenter, and receive resource materials on a floppy disk including generic ASP files ready for modification and a list of suggested Web sites and texts.

Workshop 3: Enhancing your SAS Programming Skills

Saturday, October 11, 8:30am - 12:00pm

Primary Presenter: Kathleen Morley, *Baylor University*

Location: *St Mary's University (by Shuttle from Hotel Lobby 8:15)*

This workshop will provide hands-on instruction and practice using some of the most powerful features of SAS: the macro facility, PROC SQL, PROC REPORT, and the output delivery system (ODS). Participants will use the macro facility to reduce the amount of programming text required; PROC SQL to perform queries and join/create tables; PROC REPORT to combine features of the print, tabulate, and means procedures; and ODS to produce high-quality output in a variety of formats. Participants should have experience in using the SAS libname, data step, and other basic SAS functions. Participants will be provided with a CD containing sample data sets, programs, and a list of recommended references.

WORKSHOPS:

Workshop 4: HTML for Designing Web Pages

Saturday, October 11, 1:00pm - 4:00pm

Primary Presenter: Jacob Jasin, *Southeastern Louisiana University*

Location: *St Mary's University (by Shuttle from Hotel Lobby 12:45)*

This workshop is designed for participants who have an interest in designing web pages, but have only a basic knowledge or no knowledge of HTML. This workshop provides participants with step-by-step instructions and hands-on practice using HTML tags to design web pages. Participants will master basic HTML tags and be able to create hyperlinks, tables, frames and forms. Participants will also learn how to write and embed JavaScript and Cascading Style Sheets for creative web pages.

Workshop 5: Using NSSE to Improve Effective Educational Practices: Making the Most of the Data and Results

Saturday, October 12, 1:00pm - 4:00pm

Primary Presenter: Jillian Kinzie, *NSSE Institute*

Additional Presenter: Paul D. Umbach, *NSSE Institute*

This workshop is intended for colleges and universities that have used or plan to use the National Survey of Student Engagement (NSSE) in the past and is designed to help administrators make the most of NSSE data and results. Through a mixture of group exercises and discussion, attendees are exposed to techniques on: unpacking NSSE data, promoting interest on-campus, engaging faculty in parallel surveys, connecting NSSE to other institutional data sources, communicating results to relevant stakeholders, using NSSE in accreditation and self-studies, and utilizing NSSE results to promote change and improvement. Participants will be encouraged to share their own experiences, lessons learned, and questions with other NSSE users.

Workshop 6: Beginning IPEDS

Saturday, October 11, 1:00pm - 4:00pm

Primary Presenter: *AIR Representative*

Location: *St Mary's University (by Shuttle from Hotel Lobby 12:45)*

This workshop provides participants with the skills they need to use IPEDS data through data access tools available over the Internet. Hands-on practice illustrates how these data are useful for institutional research and planning. This session concentrates on the structure of the IPEDS database and the uses of the Peer Analysis System (PAS), which allows users to compare a single institution with a group of similar institutions found in the National Center for Educational Statistics database. The Peer Analysis System is an important first step in developing institutional benchmarking studies on a variety of important higher education measures.

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Workshop 7: Ordinal Regression Analysis

Saturday, October 11, 1:30pm -4:30pm

Primary Presenter: Chau-Kuan Chen, *Meharry Medical College*

Location: St Mary's University (by Shuttle from Hotel Lobby 1:15)

This workshop is intended for institutional researchers who want to learn the ordinal regression analysis in describing the effects of explanatory variables on the ordinal outcome. The step-by-step procedure of building and evaluating the model is illustrated. Major focuses include the formulation of research question, followed by the choice of link functions (e.g., logit; complementary loglog; negative loglog; and probit links), and the interpretation of computer printouts. All participants are welcome to replicate this technique by utilizing the presented slides, SPSS commands, and data file. The intended audience is researchers with some knowledge in linear regression analysis.

Workshop 8: Beginning SPSS for the Institutional Researcher

Sunday, October 12, 8:00am - 11:30pm

Primary Presenter: Paul Illich, *McLennan Community College*

Additional Presenter: Cathy Hagan, *McLennan Community College*

Location: St Mary's University (by Shuttle from Hotel Lobby 7:45)

This hands-on 3-hour session will highlight the capabilities of the industry-standard statistical research tool, SPSS 11.5. Through a series of step-by-step exercises, participants will learn a variety of practical tactics and procedures for utilizing typical institutional data including reading data into SPSS, labeling variables and values, modifying and selecting data for computations, manipulating file structures, creating and interpreting a variety of statistical procedures, and preparing and printing reports. Participants will become familiar with the primary features of SPSS and will be introduced to the programming language for SPSS (Syntax) that can be used to automate report production. Direct experience with SPSS and/or analytical/inferential statistics is NOT necessary.

Workshop 9: SACS Compliance Certification

Sunday, October 12, 8:00am - 11:30pm

Primary Presenter: Sharon Carrier, *Rollins College*

Location: St Mary's University (by Shuttle from Hotel Lobby 8:15)

This workshop will show participants how to create viable integrated systems for both ongoing institutional assessment and SACS's new Compliance Certification process. Participants will learn how institutional strategic planning and accreditation requirements led one college to establish these functional systems and what specific steps to take to develop similar systems. The presenters will share procedures, structures, timelines, activities, and technological tools and demonstrate administrative systems options for decision-making,

WORKSHOPS:

assigning responsibility, communicating and collecting information, and reporting results. The workshop will focus on customized technological tools that administrators may want to adopt for their own assessment and reaffirmation work.

Workshop 10: Advanced IPEDS Workshop

Sunday, October 13, 8:30am - 12:00pm

Primary Presenter: AIR Representative

Location: St Mary's University (by Shuttle from Hotel Lobby 7:45)

This workshop is for the Institutional Research professional familiar with the IPEDS data sets and the use of the Peer Analysis System. Training will consist of an introduction to another way to gather benchmarking data. The new "data cutting tool" allows for greater flexibility in obtaining comparative information regarding colleges and universities in the United States. Persons who frequently use the IPEDS database to create inter-institutional comparisons will greatly benefit from this workshop.

Workshop 11: SPSS Tables

Sunday, October 12, 1:00am - 4:00pm

Primary Presenter: Paul Illich, *McLennan Community College*

Additional Presenter: Cathy Hagan, *McLennan Community College*

Location: St Mary's University (by Shuttle from Hotel Lobby 12:45)

This hands-on 3 hour session will focus on the practical applications of SPSS Tables. The session will provide a step-by-step discussion of how SPSS Tables can be used to automate the production of comprehensive reports such as grade distribution reports that contain nested levels (e.g., division, department, instructor). The session will emphasize the advantages of publishing reports directly from SPSS' output files. Participants will learn how to 1) structure SPSS data files to fit the requirements of SPSS Tables, 2) use SPSS Tables to create both simple and complex tables that contain multiple levels or layers, 3) customize table formats, and 4) print tables or export tables directly to the Internet. Participants will create tables directly through SPSS syntax commands and through the SPSS windows environment. The workshop will also include discussion of how to interpret data produced through SPSS Tables and to develop reports with data and images to communicate findings from typical institutional research projects.

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Workshop 12: Microsoft Access as a Tool for an Institutional Research Office

Sunday, October 12, 1:00am - 4:00pm

Primary Presenter: Vinay Ramachandra, *Southeastern Louisiana University*

Location: St Mary's University (by Shuttle from Hotel Lobby 12:45)

Many Institutional Research offices use either SAS or SPSS for data analysis and reporting. These programs are extremely powerful, but for certain types of analysis and reporting Microsoft Access may be a more viable alternative. This is especially true for report generation. Using Access one can create complex reports quickly and without much effort. This workshop aims at providing the attendees hands on experience with MS Access 2000 and is intended for audiences with little or no experience with Access, but who have some familiarity with relational database concepts. The participants will learn how to import/export data into/from Access and learn the use of query tool to run various types of queries. In addition they will learn how to generate reports and build expressions using the expression builder. The scenarios in the exercises will be similar to those encountered in a typical Institutional Research Office.

Workshop 13: IR Basics (For Those New to Institutional Research)

Sunday, October 13, 1:00pm - 4:30pm

Primary Presenter: Lorne Kuffel, *William & Mary*

This workshop is designed for newcomers to SAIR and the field of institutional research. Because the role and function of institutional researchers have changed over the years, participants will have an opportunity to learn about the traditional and present role of IR. In addition, newcomers will have a chance to get to know each other and gain insight and coping skills from the experience of a recent newcomer! Participants are asked to bring a t-shirt or some type of souvenir from their institution or geographic region. Presenters will discuss the following topics: Coping Skills for Newcomers; History and Development of IR; Planning and Institutional Research; Outcomes Assessment; and Budget and Finance.

GENERAL WORKSHOP INFORMATION

Pre-Conference Workshops have limited seating and the most popular fill up quickly. Register as soon as possible to guarantee your seat in these important professional development sessions. Since these events are on the weekend feel free to dress comfortably.

All workshops utilizing computers will be held at St. Mary's University. Shuttle bus transportation between the Gunter Hotel and St Mary's will depart 15 minuter prior to the beginning of the workshop. The cost of the shuttle is included in the workshop fee.

CONFERENCE TRACKS

The conference schedule will be organized into 5 tracks so that attendees will have access to programs of interest throughout the conference.

The **Assessment Track** will discuss appropriate and effective assessment tools, the utilization of national surveys, value-added research, and the benefits of graduate assessment.

The **Accreditation Track** sets the framework for preparing for SACS self study and discusses why IR and Assessment are absolutely essential to the new criteria, concentrating on what we can do as researchers to better facilitate the accreditation process. The **Technology Track** looks at where IR and Assessment are heading in the face of rapid technological change and will address issues such as web programming, software applications, security, and efficient information dispersal.

The **Institutional Research Track** looks at welcoming newcomers into the IR and Assessment fields and integrating their work into the academic matrix within which all higher education professionals must work.

The **Community College Track** will emphasize the diverse nature of problems faced by community colleges, and developing a plan of attack that is appropriate for the unique needs of two-year institutions.

CONFERENCE PLENARY SPEAKERS

George Keller can best be described as "the philosopher king" for our profession and will give us a context for our work. George Keller is one of America's leading scholars of higher education, a noted strategic planner, and an award-winning editor and education writer. He has worked as assistant to the chancellor of the SUNY system and to the president of the University of Maryland system. Until recently, he chaired the program in Higher Education Studies at the University of Pennsylvania's Graduate School of Education. Keller is author of more than 100 articles and reviews and has lectured at several universities. His 1983 book *Academic Strategy: The Management Revolution in American Higher Education*, is in its seventh printing and was named in two polls of college educators by *The New York Times* and *Change* magazine as the most influential book of the past decade. He also edits the journal *Planning for Higher Education*.

Stephen Katsinas is the Director of the Bill J. Priest Center for Community College Education at the University of North Texas. Steve is one of the prominent researchers of community colleges. He was recently quoted as saying "It is expected that within the next five years, half of all community college educators will leave or retire from their jobs." Dr. Katsinas will speak on the role of the community colleges in higher education and the many issues facing higher education in general.

Remembering the Mission
2003 SAIR Conference Registration
San Antonio, Texas October 11—October 14, 2003

Check payable to SAIR: Check # _____ Purchase Order enclosed: PO # _____

Name: _____ Title: _____

Institution: _____

Address: _____

Telephone: _____ Fax: _____

E-Mail: _____ Institution's Website: _____

First name or nickname you prefer on badge: _____ Check all that apply: SAIR Member AIR Member

Indicate the year you attended your first SAIR (If first SAIR, put 2003): _____ Vegetarian Meals Requested: _____

| SECTION 2 - Fees | <u>Early Bird discount (Postmarked by September 10)</u> | <u>Regular Rate</u> | | <u>Amount</u> |
|--|--|------------------------|--------------------------|---------------|
| Conference Registration - Includes SAIR membership | \$120 | \$140 | | |
| Emeritus | \$95 | \$115 | | |
| Full-time Student | \$65 | \$75 | | |
| SECTION 3 - Workshops | | <u>Day. time</u> | <u>Cost</u> | |
| Wks1 | Intermediate Statistics | Sat 11th, 8 - 11:30 | \$45 | |
| Wks2 | Using Active Server Pages to Interact with Your Campus | Sat 11th, 8 - 11:30 | \$45 | |
| Wks3 | Enhancing your SAS Programming Skills | Sat 11th, 8:30 - Noon | \$45 | |
| Wks4 | HTML for Designing Web Pages | Sat 11th, 1 - 4:00 | \$45 | |
| Wks5 | Using NSSE to Improve Effective Educational Practices | Sat 11th, 1 - 4:00 | \$45 | |
| Wks6 | Beginning IPEDS Workshop | Sat 11th, 1:30 - 4:30 | \$45 | |
| Wks7 | Ordinal Regression Analysis | Sat 11th. 1:30 - 4:30 | \$45 | |
| Wks8 | Beginning SPSS for the Institutional Researcher | Sun 12th. 8:00 - 11:30 | \$45 | |
| Wks9 | SACS Compliance Certification | Sun 12th. 8:30 - Noon | \$45 | |
| Wks10 | Advanced IPEDS Workshop | Sun 12th. 8:30 - Noon | \$45 | |
| Wks11 | SPSS Tables | Sun 12th, 1 - 4:00 | \$45 | |
| Wks12 | Microsoft Access as a tool for Institutional Research | Sun 12th, 1 - 4:00 | \$45 | |
| Wks13 | IR Basics: For those New to Institutional Research. Space is limited - Check "Amount" box if attending. | Sun 12th, 1 - 4:30 | Free | |
| SECTION 4 - Special Events | | | | |
| SAIR Tennis Tournament - Mixed Doubles at Trinity University | Sun 12th, 1-3:00pm - Contact Tom Martin, Tournament Director for details and to sign up: Tmartin@cccc.edu or Phone: (972) 758-3817 | Sun 12th, 1 - 3:00 | Bring 3 new Tennis Balls | |
| Dinner with Mariachi Music and Riverwalk Cruise | Monday 13th, 7-10pm | Monday 13th, 7 - 10 | \$38 | |
| SECTION 5 - Totals | | | | |
| SECTION 2 - Registration | | | | |
| SECTION 3 - Workshops | | | | |
| SECTION 4 - Special Event Dinner and Cruise | Number attending _____ @ \$38 = | | | |
| Total Submitted | | | | |

Send Registration Form and Payment to:

**Ross A. Griffith
Wake Forest University
P. O. Box 7373
Reynolda Station
Winston–Salem, North Carolina 27109**

Make checks payable to SAIR, Federal ID# 59–2204345

SAIR Conference Registration and Refund Policy

Registration: All Conference attendees, presenters and exhibitors are expected to register and pay the applicable conference fees, except as exempted by the Program Chair and in concurrence with the Treasurer. Those registering for workshops must register for the conference.

Cancellations and Refunds: Conference and workshop reservations are made on the basis of registration. If plans change, the registrant will be responsible for payment unless SAIR is notified as outlined.

Requests for refunds must be in writing: email is acceptable. A telephone call may precede the written request, and the date of the phone call will be considered the effective date of the request.

Written requests for refunds received by the Treasurer two weeks or more prior to the annual conference (date calculated to be two weeks prior to the date registration begins at the conference) will be granted.

Any request for a refund after the two–week deadline has passed should be submitted in writing to the Treasurer, fully outlining the extraordinary circumstances of the situation. The Treasurer will confer with the President before approving such requests.

SAIR will refund in full any prepayments for workshops or other program events that are cancelled by SAIR.

No refunds will be made on site. Refunds will be sent within a reasonable time after the closing of the conference.