

REGISTRATION INSTRUCTIONS

ADMISSION

You are required to wear your name badge to all conference events and meal functions. Badges will be checked at all conference events. Admission will be denied to those without a badge. Replacement badges may be purchased at the Registration Desk for \$50.

ARTVENTURES

ARTventure tours are special off-site, educational opportunities for convention attendees. Participation in these tours is limited. Advance sign up and a separate \$25 registration fee are required. Please indicate your ARTventure choices on your registration form.

GUESTS

Guests are welcome to attend luncheons and special events. Be sure to register guests in advance so that we may accommodate them. Guests are required to wear name badges at all times. Tickets are required for most evening events and tours. Guests will be able to purchase tickets on site at the registration desk on the day of the event. Tickets will not be available for purchase on site at the events. Attendees without badges and guests without tickets will not be permitted to attend events.

REGISTRATION SPECIFICS

Please note that those who register as Emerging Leaders may take \$50 off this discounted rate. *To register for this discount, you must indicate it on the hard copy form.* Registration is required for the special events, tours, and meal functions. Please be sure to indicate your attendance on the registration form. On-site registrants and those who do not indicate attendance on their registration form may obtain seating on a space available basis only. Carefully check your registration form to be sure that the information you've provided is complete. Americans for the Arts will send you a written confirmation letter within two weeks of receiving your registration form. If you do not receive confirmation within this time frame, please contact us at events@artsusa.org to confirm receipt. Registration will be accepted and processed until June 6, 2008. After this date you must register on site.

PAYMENT

Registrations are not considered complete until all fees are paid in full. All advance registration payments must be received by June 6, 2008. Registrations received after this date will not be processed in advance. You will be asked to register on site and provide payment at that time. Payment for registrations secured by purchase order must be received by June 6, 2008. If payment on a purchase order is not received prior to the conference, the attendee will be required to provide a credit card and sign the payment authorization to guarantee payment at the on-site Registration Desk before receiving conference credentials. This credit card is a guarantee of payment and will not be charged if payment is received within six weeks following the close of the conference.

REFUNDS

All requests for refunds must be made in writing to Americans for the Arts c/o Meetings and Events. Full refunds will be issued to requests received by April 18, 2008, and will be issued within two weeks of receipt. Refund requests received after this deadline will be reviewed after the conference, and will be granted on a case-by-case basis. Approved refunds will be issued within 30 days following the conference and will incur a \$50 administrative fee. Requests for refunds received after June 6, 2008 will not be considered and all fees paid will be forfeited.

TEAM REGISTRATIONS

A team is defined as five or more individuals from the same organization. There must be one form completed per registrant. Please note that online registration is not available for team registrations. Team registrations must be coordinated by a single individual and all forms and payments must be submitted at the same time. Exchanging registrations or adding to teams once the registration has been processed is not permitted.

AMERICAN EVOLUTION

ARTS IN THE NEW CIVIC LIFE

1. CONTACT INFORMATION*

* Information in bold to be printed in the conference Participants Listing

LAST NAME _____

FIRST NAME _____ MIDDLE INITIAL _____

BADGE NAME (IF DIFFERENT THAN FIRST NAME) _____

ORGANIZATION _____ TITLE _____

MAILING ADDRESS _____

CITY _____

STATE _____ ZIP _____

E-MAIL ADDRESS _____

WEBSITE _____

PHONE _____ FAX _____

2. DEMOGRAPHICS

Please provide answers to the following questions, as it will help us to better serve you:

- Male Smoker
 Female Non-Smoker

Is this your first Americans for the Arts Annual Convention? **Y/N**

Participants are welcome to attend any session in any track during the convention. If you are planning to primarily attend sessions in one track, please indicate which one:

- Arts Education Private Sector
 Civic Engagement Public Art
 Economic Development Public Advocacy
 Leadership I do not plan to follow a track
 Preserving Diverse Cultures

3. SPECIAL NEEDS

- I am a vegetarian
 I have other dietary needs (PLEASE EXPLAIN) _____
 I need special accommodations due to disability* (PLEASE EXPLAIN) _____

* A staff member will contact you before the convention to discuss special arrangements.

4. ROOMMATE REFERRAL PROGRAM*

- I am interested in participating in the Roommate Referral Program
 * Registration must be completed by March 14 to be eligible for this program

5. REGISTRATION FEES

Registration forms received after June 6 will not be processed in advance. Attendees will be required to register on-site.

	Preview Rate Received by 2/01/08	Early Bird Postmarked by 3/14/08	Advance Postmarked by 4/18/08	General Received by 6/06/08
Member	\$375	\$425	\$475	\$525
Nonmember	\$450	\$500	\$550	\$600
Team	\$350	\$400	\$450	\$500

One Day* Member: \$250 Nonmember: \$275

* One Day registrations are permitted for a single day's attendance at the convention. Please circle only one date: FRIDAY, JUNE 20 SATURDAY, JUNE 21 SUNDAY, JUNE 22

Emerging Leaders receive a \$50 discount **LESS DISCOUNT \$** _____
SUBTOTAL: \$ _____

6. ADVANCE WORKSHOPS

Advance Workshops take place Thursday, June 19. All workshops take place on site, 1:30 p.m.–5:00 p.m., except for Preserving Diverse Cultures, which takes place 9:45 a.m.–5:00 p.m. off site.

- Animating Democracy Workshop—Ready...Set...Engage: Basics and Best Practices of Arts and Civic Engagement
- Personal Evolution: Peer-Coaching Circles
- United Arts Funds: Shared Campaigns and Cultural Planning
- Preserving Diverse Cultures: A Daylong Workshop for Small and Culturally Specific Organizations
- Nonprofit Arts Education Program Evaluation
- Economic Development: Thriving Arts / Thriving Small Communities
- Public Art: Workshop attendees going to a Public Art Advance Workshop may select two of the following sessions. Please circle a time for each session you select:
 - Public Art and the Media 1:30-3:00 / 3:30-5:00
 - So You Think You Need A Public Art Plan? 1:30-3:00 / 3:30-5:00
 - Public Art: Dynamic Systems for Thriving Collections 1:30-3:00 / 3:30-5:00

Fee: \$125 Members \$150 Nonmembers **SUBTOTAL: \$** _____

7. ARTVENTURES

ARTventures are special off site educational opportunities for convention attendees on Saturday, June 21. Participation in these tours are limited, require advance sign up and a separate \$25 registration fee. Please rank preferred tour in order of first, second, or third choice.

- Tour #1 The Barnes Foundation
- Tour #2 Making Art
- Tour #3 We Saved This
- Tour #4 Avenue of the Arts
- Tour #5 Public Art
- Tour #6 Building Philadelphia
- Tour #7 The Centennial District
- Tour #8 Off the Shelf
- Tour #9 Theater, Community, Camaraderie
- Tour #10 Philadelphia Murals
- Tour #11 WXP Studios and World Café Live
- Tour #12 Tastes, Tales and Triumph!
- Tour #13 Culturally Specific Organizations
- Tour #14 Philadelphia Arts Education Partners

SUBTOTAL: \$ _____

8. SPECIAL EVENTS

Special Events are COMPLIMENTARY for convention registrants. However, there will be a \$50 fee for convention Guests.

- June 20** Luncheon _____ No. of Guest (\$50/per)
 Opening Reception _____ No. of Guest (\$50/per)
 June 22 Luncheon _____ No. of Guest (\$50/per)
 Closing Reception _____ No. of Guest (\$50/per)

SUBTOTAL: \$ _____

9. CONVENTION GUESTS

Convention Guests will be required to wear name badges. Please provide first and last names below:

1. _____
 2. _____
 3. _____
 4. _____

10. PAYMENT

TOTAL: \$ _____

- Credit Card**
 American Express Visa Mastercard Discover

CREDIT CARD NUMBER _____

EXP. DATE _____

CARDHOLDER NAME _____

SIGNATURE _____

- Personal Check** made out to *Americans for the Arts*
 Government Purchase Order Number _____

Registration forms and credit card payments can be **Faxed to 202.371.0424** or **mailed to Americans for the Arts, PO Box 91261, Washington, DC 20090-1261**

OFFICE USE ONLY:

M: _____ FX: _____ PROMO: _____

QUESTIONS? If you have questions, please contact Americans for the Arts by e-mail at events@artsusa.org or by telephone at 1.866.471.ARTS or 202.371.2830