

NACURH

ANNUAL CONFERENCE 2025

Registration Guide

Illinois State University

May 22 - 25, 2025



Welcome!

Illinois State University welcomes you to NACURH 2025! We want to make registration as easy as possible! To do so, we've created this guide; all you need to do is venture through the looking glass with us!

The conference team highly suggests that **either an NCC and/or Advisor** review this guide in full before filling out the registration forms! This is to ensure that information is clear and if any questions arise, they can be addressed promptly. Both the Institution Intent form and the Delegate Registration form(s) must be completed by the institution's NCC and/or Advisor. We also suggest gathering delegate information prior to the registration process using this guide.

Table Of Contents



Registration Steps	P. 4
Timelines	P. 5
Registration Forms	P. 6
Unidentified Delegate & Conference Waiver	P. 7
Delegate Registration Information	P. 8
Inclusive Housing & Accommodations	P. 9
Payment & Cost of Conference	P. 10
Optional Add-on Fees	P. 11
leadershape	P. 12
NACURH Refund Policy	P. 13
Where to Register	P. 14
Meet our Team	P. 15
Our Mission Statement	P. 16

Registration Steps



Step 1: Advisor/NCC will complete the Institution Intent Form. Please do this step as soon as possible.

Step 2: Individual Delegate Registration information will be sent to Advisor/NCC to complete after the Institution Intent Form is completed.

Step 3: Individuals registered will receive an email to complete the conference waiver.

***Note:** Not sure on who is attending, but you know how many? Register an Unidentified Delegate and ensure all individuals are registered by May 2.

Timelines



Open Registration

March 10, 2025
through April 25, 2025

Late Registration*

April 26, 2025
through May 2, 2025

*Once late registration opens on April 26, 2025, an additional fee of \$25.00 per person will be added to the total cost.

Delegation Cap

There is not a delegation cap for the 2025 annual conference.

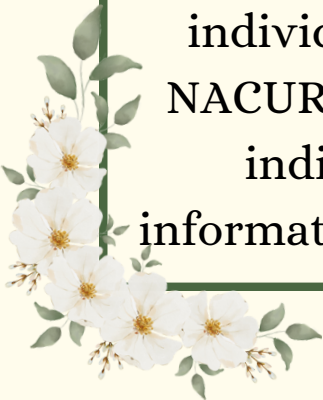
Registration Forms



Institution Intent Form: This form is strictly for the **NCC** or **Advisor** (only one form will be submitted) of the attending institutions to complete. This will be submitted to the registration team in order to keep track of the number of individuals who will be in attendance. This form will include preliminary travel information, number of intended delegates and advisors, and philanthropy pin counts.

Please be as specific as possible when registering.

Delegate Registration: The delegate form must also be completed by the **NCC** or **Advisor**. This form is for every individual delegate who is anticipated to attend the NACURH 2025 Annual Conference. It is specific to the individual delegates; it will ask for a variety of information to best accommodate conference delegates.



Unidentified Delegates



The Unidentified Delegate process allows an institution to register an anticipated delegate, if the delegate hasn't been finalized by the close of regular registration (April 25). Please complete an unidentified delegate form by April 25 to avoid paying a late fee for this individual. Between April 26-May 2, complete the delegate form(s) for any unidentified delegates.

***Note:** We would like to avoid unidentified delegates as much as possible to provide a more accurate and comfortable conference experience.

Conference Waiver



NCC or **Advisors**, please be mindful that every delegate that is registered is **required** to complete and sign the NACURH Conference waiver. These waivers will be emailed to each delegate once they have been registered.

All conference attendees are required to adhere to Illinois State University policies during the duration of their stay.

Delegate Registration Information



This information will reflect everything that is needed to complete the demographic information for each delegate/advisor.

- Region
- Institution name (no abbreviations!)
- First, Last and Preferred name
- Gender Identity
- Pronouns
- Delegate/Advisor school institution provided email
- Cell phone number
- Role/position
- T-Shirt size (unisex)
- Will you be at least 18 years of age at the start of the conference?
- Health insurance information
- Emergency contact, relationship, and phone number
- Listing of allergies, dietary needs, and restrictions (if applicable)
- Service Animals (if applicable)
- Accommodations (if applicable)
- Religious Accommodations (if applicable)
- Requested Housing Accommodations (if applicable)
- Early Arrival Stays (Check-In the day before the Conference)
- Participation in Student Affairs Luncheon (see page 11)
- Participation in *leadershape* (see page 12)

Inclusive Housing

Illinois State University and the NACURH conference team are committed to the well-being of all our guests. Our inclusive housing option allows students to reside in the same room and suite as individuals who may be of another gender and/or do not identify along the gender binary. This option is open to everyone who chooses to opt in. Please select the option that best aligns with your room preference.

Linens

Linens are provided and included in the registration cost.

The linen package includes one pillow, one pillowcase, two flat sheets, one wash towel, and one bath towel.

Accommodations

As the host institution, Illinois State University's highest priority is to ensure all delegates are properly accommodated for personal necessities, such as accessibility requirements or medical needs, and to strive to support everyone's right to equal access to the conference, including ADA accommodations (housing, parking, etc.), lowering of beds, religious/spiritual affiliations, and the inclusion of all gender identities. Please note as resources may be limited, requests will be allocated to meet accommodation needs first. Please only submit an accommodation request for such essential needs.

Room Assignments: Attendees are not guaranteed to be in the same room, suite, or floor with members of their delegation.

All beds are standard twin XL beds. If a specific accommodation is needed, please indicate when submitting your delegate registration form, so we may work to have the room prepared before your arrival.

Payment & Cost of Conference



The Annual Conference Team will be sending out invoices when registration closes. If you have immediate questions, please contact **conf_finance@nacurh.org**.

Delegate cost:

Please go to the [Conference Registration page](#) on the Annual Conference Website for the final cost.

Late registration fee: Additional \$25.00 per person

Single occupancy is exclusively for:

1. Delegate Requiring Single Room Housing
2. ADA Accommodation
3. Extenuating Circumstances
4. Advisors (first come, first serve while spot are available)

The delegate registration includes:

- 1) Housing accommodations for May 22, 23, and 24
- 02) Thursday dinner, all three meals for Friday & Saturday, and a grab & go breakfast on Sunday
- 03) Conference materials/events

Additional costs (philanthropy pin, shuttle/transportation, etc.) would be opt-in only.

Optional Add-On Fees



Extra Night of Housing

Extra night of housing on Wednesday, May 21 & breakfast/lunch on Thursday, May 22.

Transportation

Transportation is round trip cost from the Chicago O'Hare (ORD) airport to campus and is non-refundable.

leadershape

Will be offered on Thursday, May 22 from 9:30am-4pm for an additional fee.

Student Affairs Luncheon

The Student Affairs Luncheon is a free, optional experience with a maximum of 70 attendees. You can opt-in through the delegate registration process.

Philanthropy



A limited number of philanthropy pins are available for \$5 per pin.

Be sure to check out our website for more information regarding our pre-conference philanthropy opportunities as well as experiences during the conference.

leadershape

NACURH is excited to begin a partnership with leadershape to be able to provide experiences at our conferences.

The Catalyst™ program will be offered for student delegates on Thursday, May 22 from 9:30am-4pm for a small additional fee. The experience will be capped at 130 students.

Catalyst™ is a one-day program focused on learning to develop your own authentic path, connect to groups and causes you care about, and commit to a plan to be a catalyst for yourself and the groups you're part of. This program is designed to start something extraordinary.



NACURH Refund Policy

Terms & Instructions

Per NACURH policy, the conference has a "no-pay, no-key" policy. Please make sure you submit your payment as soon as you have your delegates/advisor(s) registered.

This will ensure you can participate in the conference.

If payment is not received by your arrival, the institution will have 30 days following the close of the conference to settle the amount. If payment is not received within 30 days of the close of the conference, the conference team will issue an updated invoice that includes a flat late fee of \$75. This payment will be due within 60 days following the close of the conference. The consequence of non-payment of an invoice and a late fee not paid by the 60-day deadline, where there has been no communication, the school will be placed in bad standing with NACURH.

Cancellations

Cancellations of delegates after the closing of the Annual Conference registration on April 26, 2025 is strictly prohibited. Any delegates registered for the conference at the close of registration must be paid in full.

Delegates who paid a registration fee, but did not attend the conference, can request to have the variable cost portion of their registration, which is the housing and meals portion, refunded if the conference does not incur a deficit. No fixed costs will be refunded (fixed costs include conference expenses that are divided out by every delegate). The institution must submit a written request to the conference staff conference@nacurh.org and the NACURH Conference Resource Consultant (CRC) at crc@nacurh.org within thirty (30) days of the close of conference.

Who to contact with questions about refunds:
conference@nacurh.org

Where to Register



Where should you register your delegation?

Go to conference.nacurh.org/registration

Under registration tab:

- Institution Intent form -



All institutions are responsible for any delegates registered for the conference, identified or unidentified, and will be charged in full at the close of the registration period.

Refer to page 13 of the guide for refund policy.



Let us introduce ourselves!



Emily Cardinal
Registration Chair



Scott Calovich
Registration Advisor

Additional Questions?

Please contact us at:

conf_registration@nacurh.org



We are excited for you to go down the
rabbit hole with us!

Our Mission Statement:

Our NACURH 2025 Conference Team strives to foster leaders who engage with a community rooted in self-reflection, belonging, and leadership; aimed at spreading large university knowledge with a small-town feel.

