



## Registration Form

# “Building Bridges: Forging Bonds and Connecting Neighbors” 2024 NCURA Region II Fall Meeting Kimpton Monaco, Pittsburgh, PA November 10-13, 2024

Name: \_\_\_\_\_

Name for badge (if different): \_\_\_\_\_

Title: \_\_\_\_\_

Institution/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Workshops (Included with Full Program Registration)

Please select which half-day Workshop, if any, you would like to attend on **Wednesday, November 13, 2024, offered at no extra charge**. Please note that space is limited for each and your selection is subject to availability. If you wish to modify your selection at a later date, please note that any changes are subject to such space limitations. Visit the Region 2 [website](#) for workshop descriptions.

<b>Workshop Selection</b> <b>(Wednesday, 8:45am – 12:15pm)</b>	
W1: Where's Waldo? Bringing Order to the Chaos of Sponsored Project Transfers	<input type="checkbox"/>
W2: Professional Development Best Practices for the Research Administrator	<input type="checkbox"/>
W3: Understanding Uniform Guidance	<input type="checkbox"/>
W4: Managing the Legal Considerations of Your Award from Receipt to Closeout	<input type="checkbox"/>
W5: Research Security: Building a Program Responsive to Regulatory Requirements	<input type="checkbox"/>
I do not plan on attending a Workshop	<input type="checkbox"/>

Please indicate your plans:

<b>Registration Selections</b>	<b>Early Bird by September 13, 2024</b>	Regular Registration
<b>Full Program:</b> Includes Sunday Welcome Reception; all sessions Monday and Tuesday; Wednesday half-day Workshop; Monday & Tuesday breakfast and lunch; Wednesday breakfast; and Monday Dinner Event	\$ 575	\$ 625
<b>Monday Program ONLY</b> (includes breakfast and lunch only; no dinner event)	\$ 350	\$ 400
<b>Tuesday Program ONLY</b> (includes breakfast and lunch only; no dinner event)	\$ 350	\$ 400
<b>Monday Dinner Event</b> (tickets for single-day attendees or guests) The cost of the Monday Dinner Event is <i>included in the cost of Full Program registrations</i> . It is NOT INCLUDED in the registration fee for registrations solely for Monday or Tuesday.	\$ 150	\$ 150
Bulk Registration – Package Pricing for 5 full program registrations Please provide attendee information and workshop choice	\$ 2,750	\$ 3,000
NCURA Membership Dues ( <i>optional</i> ) ____ renew your membership or ____ become a member of NCURA <i>Memberships are not required to attend the meeting</i>	\$ 190	\$ 190
<b>TOTAL DUE</b> (See payment instructions on page 3)	\$	\$

Yes  No I plan to attend the Monday Dinner Event

The purpose of this question is to help us determine the final count for reservations. Cost is included in the Full Program registration fee. Single-day attendees can add on a ticket in the registration section above.

Yes  No I plan to bring a guest with me to the Monday Dinner Event

Guest tickets will be available for purchase on-site in Pittsburgh for \$150.00 per ticket.

Check if Applicable:

- Vegetarian Meals
- Vegan Meals
- Gluten Free Meals
- Kosher Meals
- Sponsor or Exhibitor
- Request mentor for the meeting
- Will volunteer to be a mentor at the meeting
- Other Special Needs:

### HOTEL INFORMATION

The **Kimpton Monaco**, located at 620 William Penn Place, Pittsburgh, is the location for this meeting.

The conference rate is \$209.00/night plus taxes.

The link for room reservations is <https://book.passkey.com/event/50837201/owner/13971497/home>.

To book directly with a hotel representative, call (412) 471-1170 and refer to the group code **QJS**.

# Payment Information

I want to register and pay by credit card

- Complete the on-line Registration Form at:

<https://www.ncura.edu/Education/MeetingsConferences/EventInfo.aspx?sessionaltcd=2024REGIONII>

*Note: You do not need to be a member to attend. Registration fees are the same for members and non-members.*

I want to register and pay by check

- Send completed Registration Form to [treasurer@ncuraregion2.org](mailto:treasurer@ncuraregion2.org)
- Make check payable to National Council of University Research Administrators and mail it with a copy of your registration form to:

NCURA Region 2  
#1267  
701 State Route 440 Ste 16  
Jersey City, NJ 07304

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## CANCELLATION AND REFUND POLICY:

All cancellations must be made in writing. The signed cancellation request should be scanned and sent as an email attachment to A. Chea Smith at [treasurer@ncuraregion2.org](mailto:treasurer@ncuraregion2.org) by **5:00 P.M. Friday, October 18, 2024**. Telephone and fax cancellations will NOT be accepted. An administrative fee of \$50 will be assessed on all cancellations.

**Cancellations after 5:00 P.M., Friday, October 18, 2024, and no-shows are not eligible for refunds.**

**SUBSTITUTIONS:** Registrants who are unable to attend may transfer their registration to another individual with prior notice by sending an email naming the substitute to A. Chea Smith at [treasurer@ncuraregion2.org](mailto:treasurer@ncuraregion2.org), or the substitute may bring a signed copy of the original registrant's registration confirmation to the registration desk prior to the beginning of that day's events. Registrations may not be shared between individuals.

NCURA Federal I.D. # 52-1721115

## Payment-related questions?

Contact A. Chea Smith at [treasurer@ncuraregion2.org](mailto:treasurer@ncuraregion2.org) or 848.445.2099.

**To request disability accommodations or for Conference-related questions,** contact Charles Bartunek at [bartunekc@chop.edu](mailto:bartunekc@chop.edu).

*The National Council of University Research Administrators (NCURA) recognizes, values, and celebrates diversity of persons, skills, and experiences in its mission to advance the profession of research administration. Thus, NCURA is committed to building and maintaining a diverse membership and a culture of inclusion. Every member of NCURA has a right, without regard to gender, race, ethnicity, age, religion, social class, sexual orientation, ability, personality, functional experience, or background, to fair and respectful treatment, equal access to resources to support professional growth, and equitable opportunities to contribute to NCURA's success.*