****NCURA Region V

2018 Spring Meeting

***Where the River Runs Through…***

***A two-and-a-half-day float towards your Research Realities***

San Marcos, Texas [Click Here To Reserve Your Room](http://embassysuites.hilton.com/en/es/groups/personalized/S/SNMESES-NCU-20180504/index.jhtml)

Embassy Suites by Hilton San Marcos Convention Center and Spa

Conference Dates May 6-8, 2018   
Workshops: May 9 2018

**Registration**

Last Name First Name Preferred Name on Badge

Title Institution Department or Office

Street Address City State Zip

E-mail Address Phone (xxx-xxx-xxxx) Cell Phone (xxx-xxx-xxxx)

Is this your first NCURA Region V meeting? Yes No

Are you a new member in Region V? Yes No

Do you plan to attend the Sunday evening Keynote and dinner event? Yes No

**Meeting Registration**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Regular (OPEN)**  2/20/18 – 4/20/18 | **Late Registration**  After  4/20/18 | **TOTAL** |
| **Current Members** | $405 | $475 |  |
| **Non-Members** | $500 | $575 |  |
| **Keynote Speaker Only (Sunday)** | $125 |  |  |
| **One Day Only (Monday)\*** | $250 |  |  |
| **One Day Only (Tuesday)\*** | $250 |  |  |
| **NCURA Dues (optional)** | $190 |  |  |
|  | ***MEETING REGISTRATION SUBTOTAL*** | |  |

\*The **One Day Only** registration option is limited to a maximum of two days.

***Please note:*** Walk-in registration is limited and cannot be guaranteed; therefore, we encourage advance registration.

**Workshop Registration (optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Day or Morning Session** | **Workshop #** | **Workshop Title** | **TOTAL** |
| **FULL DAY WORKSHOPS:** **Wednesday, May 9, 8:30 a.m. – 4:30 (includes lunch)** | | | |
| $175 | Workshop #1 | It’s Certainly Not the Lazy River: Lifecycle of a Sponsored Project, Departmental Administrator Edition |  |
| $175 | Workshop #2 | Big Wheel Keep on Turnin’: Rollin’ on the Post-Award River |  |
| **MORNING WORKSHOPS: Wednesday, May 9, 8:30 a.m. – 1:00 p.m. (includes lunch)** | | | |
| $100 | Workshop #3 | Preparing for your River Trip: The Fundamentals of Research Administration |  |
| $100 | Workshop #4 | *A River Runs Through It*: Managing change from a middle management and staff perspective |  |
| $100 | Workshop #5 | The Realities of Contract Negotiation: Navigating the Similarities and Differences in Negotiating Federal, State, and Private for-Profit Agreements |  |
| $100 | Workshop #6 | Navigating the Waves of Research Administration: How to Build a Strong Pre-Award Team that Does Not Sink Post Award |  |
| ***WORKSHOP REGISTRATION SUBTOTAL*** | | |  |
| **TOTAL from MEETING REGISTRATION (front) and WORKSHOP REGISTRATION** | | |  |

**PAYMENT INFORMATION:**

* If you wish to pay by CREDIT CARD, please visit the NCURA Region V website to pay registration fees and membership dues.
* If you wish to pay by CHECK, **checks should be made payable to “NCURA Region V”** and mailed along with a copy of the completed registration form to:

NCURA Region V 2018 Spring Meeting

Courtney Swaney, Treasurer

The University of Texas at Austin  
Office of Sponsored Projects

ATTN: Courtney Swaney

3925 W. Braker Ln., Ste. 3.11072

Austin, TX  78759

We cannot accept payment via purchase order.

**NCURA Federal Tax ID:** 52-1721115

**CANCELLATION AND REFUND POLICY:** Refunds of the registration fee, less a $50 administrative charge, will be honored if a written request is received no later than April 6, 2018. Please note that the written request cannot be in the form of an e-mail, phone call, or a fax. **AFTER THAT DATE NO REFUNDS WILL BE MADE**. All cancellations must be made in writing and received by Courtney Swaney, Region V Treasurer (see address in payment information section) by ***April 6, 2018***. No-shows **are not** eligible for refunds. If the conference is cancelled, registration fees will be refunded.

**SUBSTITUTIONS:**

Registrants unable to attend may transfer their registration to another individual with prior written notice to Courtney Swaney. All transfers must be requested and confirmed by **April 20, 2018**.

**MEAL TICKETS:**

Registrants wishing to purchase meal or event tickets for guests will find them available for purchase (check only) at the conference registration desk or in advance by contacting Courtney Swaney, Region V Treasurer.

Questions regarding registration, accommodations for disabilities, or dietary needs should contact Michael R. Castilleja, Region V Chair-Elect, at [micasti2@uiwtx.edu](mailto:micasti2@uiwtx.edu).

**Guest Registration (optional)**

Last Name First Name

This guest will attend:

|  |  |
| --- | --- |
| Sunday Night Welcome Dinner and Keynote Event | $125 |