

2018 Conference Registration Form



2018 NCFR Annual Conference

Nov. 7–10 | San Diego | ncfr.org/ncfr-2018

Your Badge and Contact Information *(register only one person per registration form)*

Print your name and affiliation exactly as they should appear on your name badge. NCFR may adjust badge appearance for size/space.

Full Name on Badge:

 First Name Middle Init./Name Last Name Credentials

Your School/Affiliation on Badge: _____

Street Address and Apt/Suite:
 (Select one: *Home* | *Work*) _____

City _____ State/Prov _____ Country _____ Postal Code _____

Email _____ Phone _____ FAX _____

Your NCFR ID # (if applicable) _____ Is this your first NCFR conference? Yes No

Are you an **NCFR student member** who would like to be a **student aide** at the conference (see details on reverse)? Yes No

Do you need accommodations for disabilities (see accessibility statement on reverse)? Yes (NCFR staff will contact you) No

Emergency Contact Name/Phone (required) _____
 Name Phone

Registration Options

Select either a **full conference registration** or **single-day registration** option, or a **preconference workshop** only. You also may **add** a guest registration, preconference workshop, and/or continuing education/attendance verification.

Part 1: Conference Registration

Registration Option	Ends June 14	June 15–Oct. 11	Oct. 12–Nov. 10
Full Conference Registration			
__ NCFR Member	\$320	\$365	\$430
__ NCFR Student Member*	\$135	\$150	\$195
__ NCFR Emeritus Member	\$185	\$200	\$245
__ Nonmember Professional	\$455	\$500	\$565
__ Nonmember Student*	\$235	\$250	\$290
Single-Day Registration	Ends June 14	June 15–Oct. 11	Oct. 12–Nov. 10
__ Professional	\$195	\$210	\$260
__ Student*	\$120	\$135	\$185

Not an NCFR member?
Join now to get the member conference rate!
 Visit ncfr.org/join
 or call 888-781-9331

* Students must provide verification of student status if requested.

Select Your Day: W Th F Sa

Add a Guest Registration

__ \$55. Admits your guest to receptions only, no conference sessions.

Guest Name: _____ Guest Emerg. Contact Name/Phone: _____

Part 2: Preconference Workshops

TCRM Workshop Tues.-Wed., Nov. 6–7 full day Tues., morning Wed.	__ \$50 professional	__ \$35 student
Leadership Workshop Tues., Nov. 6, full day	__ \$150	
Intro to MAXQDA 12 Workshop Tues., Nov. 6, full day	__ \$300 professional	__ \$225 student

Part 3: Verification of Continuing Education

NBCC (National Board for Certified Counselors) \$25 NCFR members \$50 nonmembers
 NCFR Certificate of Attendance** \$25 NCFR members \$50 nonmembers

** Available to Certified Family Life Educators (CFLEs) and anyone who would like to have proof of their conference attendance.

TOTAL FEE (add up all selections from parts 1, 2, 3): \$ _____

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NCFR Annual Conference Code of Conduct

By registering for the conference, you agree to abide by NCFR's Conference Code of Conduct (see page 3 for full text).

Accessibility and Accommodations for Disability *(see page 1 to indicate needs)*

The Town and Country Resort San Diego and NCFR want to ensure that all individuals can participate fully in the NCFR conference.

For needs related to guest accommodations, please contact the resort directly at 619-291-7131.

NCFR can provide reasonable accommodations for disability when requests are made in advance. For requests made at the conference, it might not be possible to provide certain accommodations. NCFR cannot provide personal aide services. If you have questions while at the conference, visit the conference registration desk.

Consent to Use of Your Image/Voice

Participants in the NCFR Annual Conference agree to allow NCFR to capture, use, and distribute photographs, video, and/or audio containing their image and/or voice. "Participant" refers to anyone present at the NCFR Annual Conference, regardless of registration status. **Please contact NCFR if your image or voice cannot be featured in photographs, videos, or audio recordings.**

Student Aides *(see page 1 to indicate your interest)*

NCFR student members may sign up as a student aide to receive a conference registration rebate. A student aide works a shift of four to five hours at the conference, and after doing so will receive a registration rebate of \$60. Rebates will be issued three to four weeks after the conference. For more information, visit ncfr.org/ncfr-2018/student-information.

Payment Information *(please do not send cash)*

Check/money order (payable to NCFR) Visa MasterCard AMEX Discover Diners Club JCB (Japan)

Credit Card # _____ Exp. Date _____ CVC _____

Name on Card _____

Street Address _____

(Please provide the mailing address associated with the credit card statement)

City _____ State/Prov _____ ZIP _____

Signature _____

U.S. funds drawn on U.S. banks only. Overpayment of \$10 or less is considered a contribution. Service charge for all returned checks is \$30. Make check or money orders payable to NCFR. Prices are subject to change without notice. FEI 41-0762436

Payment must accompany registration, except for purchase orders, which must be prearranged with the NCFR finance office. Invoices are due upon receipt. Call 888-781-9331.

Refund requests must be submitted in writing and emailed or postmarked by Oct. 11, 2018. All refunds are subject to a processing fee of \$50 (\$30 for students). No refunds for workshops unless the event is canceled. Refund checks will be mailed approximately three weeks after the conference. In the event that NCFR must cancel an annual conference, registrants will be offered a full refund. Should circumstances arise that result in postponement of the conference, NCFR has the right to either issue a full refund or transfer registration to the same event at a new date.

Contact Information and Deadlines

Your registration form and payment, if mailed, must be postmarked by the deadline date (June 14 or Oct. 11) to qualify for the registration rate for that period. Mail to:

NCFR

Annual Conference Registration

661 LaSalle Street, Suite 200

Saint Paul, MN 55114

Phone: 888-781-9331 | FAX: 763-781-9348 | Email: info@ncfr.org

After Oct. 26, do not mail this form. Bring it with you to the conference to register and pay in person.

NCFR Annual Conference Code of Conduct

Introduction

NCFR is committed to providing:

- A safe and collegial meeting environment that fosters open dialogue and the free expression of ideas without harassment, discrimination, and hostile conduct.
- Equal opportunity and treatment for all participants, regardless of
 - Ability and disability
 - Aboriginal, mixed, immigrant
 - Age
 - Bilingualism and multiculturalism/English language learners
 - Body size and condition
 - Customs and traditions
 - Educational, disciplinary, or career status
 - Ethnicity, race, national origin, or cultural identity
 - Gender, gender identity, and gender expression
 - Geographical background and location
 - Marital status, relational status (including singlehood), and family structure or identity
 - Objective and subjective worldviews and standpoints
 - Political ideologies and affiliations
 - Religion/no religion, spirituality and affiliations, and faith
 - Sexual orientation, identities, and expressions
 - Socioeconomic status, residential status, social class, employment, and national service

This same commitment is expected of all participants at the NCFR Annual Conference. "Participant" refers to anyone present at the NCFR Annual Conference, including NCFR staff, contractors, vendors, exhibitors, venue staff, presenters, visitors, and attendees, regardless of registration status.

Expected Behavior

- We expect all participants to abide by this Code of Conduct in all venues during conference sessions, poster sessions, meetings, ancillary events, official and unofficial social gatherings, as well as online forums and on social media.
- Exercise consideration in your speech and actions.
- Maintain civil and respectful dialogue and discussion.
- Be mindful of your surroundings and of your fellow participants.
- Alert hotel security if you notice a dangerous situation, someone in distress, or violations of this policy.

Unacceptable Behaviors

- Intimidating, harassing, abusive, discriminatory, derogatory, demeaning speech or actions, or harmful criticism by any participant at all related events and in one-on-one communications carried out in the context of the annual conference.
- Harmful or prejudicial verbal or written comments or visual images related to gender, gender identity, gender expression, sexual orientation, race, ethnicity, religion, disability, age, appearance, or other personal characteristics as referenced above.
- Inappropriate use of nudity and/or sexual images in public spaces. In formal presentations, sexual language or imagery in the context of professional study may not constitute harassment; presenters are requested to inform participants about the inclusion of sexual content in their presentation.
- Deliberate intimidation, stalking, or following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Unwelcome and uninvited attention or contact
- Physical assault (including unwelcome touch)
- Real or implied threat of physical harm
- Real or implied threat of professional or financial damage or harm

Additional Considerations

- Harassment committed in a joking manner still constitutes unacceptable behavior. Sexist, heterosexist, racist, and other discriminatory or exclusionary jokes can be offensive to those around you.
- Excessive swearing and offensive jokes are not appropriate during conference sessions.
- Retaliation for reporting harassment is a violation of the Code of Conduct.
- Reporting harassment in bad faith is a violation of the Code of Conduct.

Social Media and E-Communications

Defamatory, abusive, profane, threatening, or offensive comments or posts are considered unacceptable and can result in denial of access and further sanctions as described above.

Weapons Policy

Carrying or displaying weapons of any kind, including firearms, is not permitted in the NCFR conference meeting space and meeting rooms. Hotel security will be notified should someone be found carrying a weapon.

Consequences of Unacceptable Behavior

Participants who engage in unacceptable behaviors are subject to immediate removal from the event, dismissal from the conference, and further sanctions, including being prohibited from attending future conferences.

Reporting Harassment or Unacceptable Behavior

If there is a threat to personal security, excessive intimidation or harassment, or someone engaging in the previously noted unacceptable behaviors during the conference, immediately seek assistance from hotel security by dialing 0 on any hotel house phone or dialing 619-419-2868 from a cell phone. Hotel house phones are located in the foyer area. Hotel security will notify NCFR staff. For emergencies, please call 911 first followed by or in conjunction with a call to 0 to notify hotel staff.

If you experience or witness a threat to personal security, excessive intimidation or harassment outside of the hotel, please contact local police (911).

Threatening behaviors, harassment, intimidation, or other unacceptable behaviors not reported during the conference may be reported to NCFR staff after the conference by completing an Incident Report for Violations of NCFR's Code of Conduct. All complaints will be treated seriously and responded to promptly.

Written Reports

Any participant who is subjected to or witnesses an incident of harassment or abusive behavior may be asked to file a written report. Reports should include identification of the offender (or description); behaviors or actions by that person; circumstances around the incident; day, time, session; and others present. All written reports are kept confidential.

Grievances

A participant who believes he or she was falsely or unfairly accused of violating this Code of Conduct should notify the executive director with a concise description of the grievance. All grievances will be handled in accordance with existing governing policies as adopted by the Board of Directors.

Contact Information

Executive Director
NCFR
661 LaSalle Street, Suite 200
Saint Paul, MN 55114
info@ncfr.org | 888-781-9331