

# 2019 Conference Registration Form



2019 NCFR Annual Conference | Nov. 20–23 | Fort Worth | [ncfr.org/ncfr-2019](http://ncfr.org/ncfr-2019)

### Your Badge 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.*

\_\_\_\_\_  
First Name Middle Initial

\_\_\_\_\_  
Last Name Credentials

\_\_\_\_\_  
Your School or Affiliation

Emergency Contact Name Emergency Contact Phone

**Your Pronouns\*** (check one):  
 She/Her/Hers     Ella/Ellas     He/Him/His     Él/Ellos  
 They/Them/Their     Elle/Elles     Ask My Pronouns  
 Option Not Listed: \_\_\_\_\_

### Your Contact Information

\_\_\_\_\_  
Email Phone

\_\_\_\_\_  
Street Address Is this your \_\_\_ Home or \_\_\_ Work? (check one)

\_\_\_\_\_  
City State/Prov Country Postal Code

### Your Registration Information

Your NCFR ID# (if applicable): \_\_\_\_\_

Is this your first NCFR conference (check one)? \_\_\_ Yes \_\_\_ No

~~Are you an NCFR student member who would like to be a student aide at the conference (check one)? See details on back. \_\_\_ Yes \_\_\_ No~~

Do you need accommodations for disabilities (check one)?  
See accessibility statement on back. \_\_\_ Yes \_\_\_ No

Students: Current Degree-Program Level (check one):  
 Undergraduate     Master     Doctoral     Not a Student

\*Conference attendees have the option to select pronouns, which will be printed on their conference badges. Communicating pronouns helps to create a respectful and inclusive conference experience for all participants. If you do not select an option, pronouns will not be printed on your conference badge.

### Your Registration Information

Select **full** or **single-day registration** and/or a **preconference workshop**. You may add a guest registration or preconference workshop to a full or single-day registration.

	Ends June 13	June 14–Oct. 17	Oct. 18–Nov. 23
<b>Full Conference Registration</b>			
NCFR Member	—\$325	—\$370	—\$435
NCFR Student Member**	—\$140	—\$155	—\$200
NCFR Emeritus Member	—\$190	—\$205	—\$250
Nonmember Professional	—\$460	—\$505	—\$570
Nonmember Student**	—\$240	—\$255	—\$295
<b>Single-Day Registration</b>	Ends June 13	June 14–Oct. 17	Oct. 18–Nov. 23
Professional	—\$200	—\$215	—\$265
Student**	—\$125	—\$140	—\$190

Select Your Day (check one):  W  Th  F  Sa

**\*\*Students must provide verification of student status if requested.**

**Add a Guest Registration**  
 \$55 This admits your guest to receptions only, no conference sessions.

\_\_\_\_\_  
Guest First & Last Name School or Affiliation

\_\_\_\_\_  
Guest Emergency Contact Name Emergency Contact Phone

### Preconference Workshops

Register for this only or add it to a full or single-day registration.

**TCRM Workshop | Nov. 19–20**  
 Full day Tuesday | Wednesday AM only  
 \$50 Professional     \$35 Student

**Media Training Workshop**  
 Tuesday, Nov. 19, PM only:  \$75

**Mental Health First Aid Workshop**  
 Tuesday, Nov. 19, Full Day:  \$105

### Continuing Education Verification (CEV)

**NBCC** (National Board for Certified Counselors)  
 \$25 NCFR member     \$50 nonmember

### Verification of Conference Attendance (VCA)

\$25 NCFR member     \$50 nonmember  
 Available to any attendee who would like their conference attendance verified, including Certified Family Life Educators (CFLEs) if desired for their own records.

*NBCC CE and NCFR VCA certificates will be sent after conference verification paperwork is reviewed by NCFR.*

**Amount Due:** \_\_\_\_\_ Full or Single Day + \_\_\_\_\_ Guest + \_\_\_\_\_ Preconference + \_\_\_\_\_ CEV + \_\_\_\_\_ VCA

**Total Amount Due:** \_\_\_\_\_ *Include check or enter payment information on reverse side.*

**Code of Conduct** \_\_\_\_\_ Check here to indicate you agree to the **NCFR Conference Code of Conduct** (see page 3 for full text) and **NCFR's Privacy Policy** ([ncfr.org/privacy-policy](http://ncfr.org/privacy-policy)).

**Not an NCFR member?**

Join now to get the member conference rate!  
 Visit [ncfr.org/join](http://ncfr.org/join) or call 888 781 9331

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

The Omni Fort Worth Hotel and NCFR want to ensure that all individuals can participate fully in the NCFR conference.

For needs related to guest accommodations, please contact the hotel directly at 817-535-6664.

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) [Student Aide signup closed for 2019]

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 four to five weeks after the conference. For more information, visit [ncfr.org/ncfr-2019/student-information](http://ncfr.org/ncfr-2019/student-information).

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### 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 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. 17, 2019. All refunds are subject to a processing fee of \$50 (\$30 for students). No refunds for workshops unless the event is canceled. 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.

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### Contact Information and Deadlines

Your registration form and payment, if mailed, must be postmarked by the deadline date (June 13 or Oct. 17) 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](mailto:info@ncfr.org)

**After Nov. 8, 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
  - 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
  - Indigenous or immigration status or identity
  - 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, bullying, 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.

## Conference Registration

- Registered conference attendees must pick up their own registration materials. No exceptions.
- Only registered badged attendees are allowed to attend NCFR conference sessions.

## 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 817-350-4097 from a cell phone. Hotel security will notify NCFR staff. For emergencies, please call 911 first followed by or in conjunction with a call to 817-350-4097 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, bullying, intimidation, or other unacceptable behaviors should be reported. Any incidents not reported during the conference to hotel security may be reported to NCFR staff during or after the conference verbally or by completing an Incident Report for Violations of NCFR's Code of Conduct.

## 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. These details are necessary to allow for proper follow-up. Without proper details, it may not be possible to follow-up on the report.

## 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