**WELCOME**
We at the University of Northern Iowa want to make sure that registration is as easy as possible. We hope that this guide will provide you with everything you need to register your delegation.

**DELEGATE CAP**
Our cap for the conference is 13 on-campus delegates and up to 2 advisors. You are more than welcome to add alternates for your delegation. Alternates are those people that would REPLACE a delegate from your delegation, meaning that the gender of the alternate taking the place should match with that of the original delegate. **Any alternates that will be replacing original delegates must be sent via email to the Registration Chairperson by the deadline of JANUARY 3, 2020. Alternates are not additional delegates you would like to register for conference.** If we allow additional delegates, our Registration Chairperson will be in contact with each delegation with more information.

**PAYMENT INFORMATION**
On-campus delegates: $110.00
Off-campus advisors or delegates: $90.00

Information on how to submit payment will be sent out after we process your registration.

**DELEGATION REGISTRATION FORM**
The registration form can be completed via the Register Your Delegation link. This form should be submitted by an advisor or institution representative. Please ensure the information entered is accurate for each delegate and advisor.

**INDIVIDUAL WAIVER FORM**
In addition to submitting the Delegation Registration Form online, please make sure to have each of your delegates (including advisors) complete the **Individual Waiver Form**. This form can be found on the website. Completed forms can be emailed as a group attachment (all of one delegations together) to raconference@uni.edu with subject line: **School Name, Individual Waiver Forms**. You can also hold on to them and turn them in during conference check-in. Every person must have one signed form to turn in.
ACCOMMODATIONS
Our standard housing accommodation includes a lounge with community bathrooms on the same floor. If you need anything beyond this, please make note in the delegation registration form. Examples may include a room to yourself or a private bathroom.

IMPORTANT DATES
OCTOBER 1, 2019   Registration Opens
DECEMBER 6, 2019  Registration Closes
JANUARY 3, 2020   Payments Due
                   Refund Deadline
                   Delegate Swap Deadline
JANUARY 24-26     Conference

QUESTIONS
For further registration questions or to make changes, please contact:

Michelle Moyna  
Registration Chairperson  
(319) 273-2148  
raconference@uni.edu

Thank you for being a part of the 30th Annual RA Conference at UNI!