



## FOUR WAYS TO REGISTER

- 1. CALL 615-459-4559**  
with your registration information and your credit card number.
- 2. FAX 615-459-5229**  
your completed registration form and payment information (purchase order or credit card numbers).
- 3. MAIL**  
your completed registration form with payment to:  
UCDA Design Summit  
199 Enon Springs Road West, Suite 400  
Smyrna, Tennessee 37167
- 4. REGISTER ONLINE AT UCDA.COM**

A confirmation letter will be sent to you after registration is received and processed. Occasionally conferences fill to capacity before the registration cut-off date, so please register early.

### REGISTRATION CANCELLATIONS

Cancellation requests must be made in writing by 4:30 p.m. (Central) either by fax at 615-459-5229 or by email at [info@ucda.com](mailto:info@ucda.com).

If UCDA receives your cancellation:

- At least four weeks before the program start date—you will receive a full refund (minus a \$25 processing fee).
- Three weeks before the program start date—you will receive 75% refund.
- Two weeks before the program start date—you will receive 50% refund.
- Less than two weeks before the program start date—you will not receive a refund.
- "No-shows"—You will not receive a refund.

Name changes and substitutions can be made anytime before the program start date.

## REGISTRATION FORM

NAME (LAST)	NAME (FIRST)
POSITION/TITLE	NAME (as you would like it to appear on your name tag)
INSTITUTION/COMPANY	DEPARTMENT/OFFICE
STREET ADDRESS	
CITY	STATE ZIP
COUNTRY	EMAIL
PHONE	FAX

### SHARE YOUR IDEAS

I will be participating in the following:  Networking Reception  Literature Exchange

UCDA DESIGN SUMMIT REGISTRATION FEES	REGULAR	EARLY BIRD by Feb. 10	TOTAL
<b>Non-member/Subscriber</b>	<input type="checkbox"/> \$995	<input type="checkbox"/> \$895	
<b>REDUCED MEMBER RATES</b>			
<b>UCDA Partner Member</b> Partner Member No. _____	<input type="checkbox"/> \$895	<input type="checkbox"/> \$795	
<b>UCDA Member</b> (Professional, Associate, or Educator) Member No. _____	<input type="checkbox"/> \$795	<input type="checkbox"/> \$695	
<b>Student</b> (Member or Non-member)	<input type="checkbox"/> \$595	<input type="checkbox"/> \$495	
<b>UCDA Emeritus</b>	<input type="checkbox"/> \$300	<input type="checkbox"/> \$300	
<b>SINGLE DAY REGISTRATION</b>			
<b>Thursday, March 31</b> (includes breakfast and reception)	<input type="checkbox"/> \$450	<input type="checkbox"/> \$400	
<b>Friday, April 1</b> (includes lunch)	<input type="checkbox"/> \$450	<input type="checkbox"/> \$400	
<b>Saturday, April 2</b> (includes breakfast)	<input type="checkbox"/> \$250	<input type="checkbox"/> \$200	
All rates in US dollars.	<b>Grand Total (USD)</b>		<b>\$</b>

### PAYMENT (UCDA's Federal Tax ID #34-1302823)

Check enclosed (made payable to UCDA in U.S. dollars)

Purchase Order No. \_\_\_\_\_ (Please include a copy of the P.O.)

Charge my credit card:  VISA  MasterCard  American Express  Discover

CARD NUMBER	EXPIRATION DATE
NAME ON CREDIT CARD	SECURITY ORV CODE
CARDHOLDER SIGNATURE	BILLING ZIP CODE

### REGISTER BY FEBRUARY 10 FOR THE BEST DEAL!

Book your room by calling the Westin Poinsett Greenville at **800-937-8461**. Mention that you are attending the UCDA Design Summit to receive the discounted rate. You may also book online at [tinyurl.com/ucda-westin-sc](http://tinyurl.com/ucda-westin-sc).

After February 10 all rooms in UCDA's block will be released and sold at the hotel's standard rate.

UCDA Design Summit is a program of the University & College Designers Association.

You may contact us at:  
**UCDA Home Office**  
199 Enon Springs Road West  
Suite 400  
Smyrna, Tennessee 37167

615-459-4559  
615-459-5229 fax

[ucda.com](http://ucda.com)  
[info@ucda.com](mailto:info@ucda.com)

March 31-April 2, 2017  
Greenville, South Carolina

inspiring  
design