

Conference registration package selections

**ONSITE
REGISTRATION
Starts July 9**



FAST TRACK
your skills to success

AUG. 1-3, 2024

The Galt House

140 N. Fourth St., Louisville, KY 40202

[NCRA.org/Conference](https://www.ncra.org/conference) 800-272-NCRA (6272)
meetings@ncra.org FAX: 703-391-0629
 NCRA, 12355 Sunrise Valley Drive, Suite 610
 Reston, VA 20191

Contact information *(Please print)*

Full name _____
 Name to appear on badge _____
 NCRA member ID number _____
 Mailing address _____
 City, state _____ ZIP _____
 Email address (needed for mobile app) _____
 Cell phone _____

Special accommodations

Please contact NCRA at meetings@ncra.org no later than **June 10, 2024**, if you require any special accommodations or dietary restrictions. Information provided will remain confidential. Any requests received after June 10 may not be fulfilled.

Method of payment

Add your registration fees and write the total here:

→
 Check enclosed (payable to NCRA) *Return check fee \$30*
 American Express Discover MasterCard Visa

 Card number

 Expiration date _____ Security code _____

 Cardholder name

 Authorized signature

2024 NCRA CONFERENCE & EXPO CANCELLATION POLICY

- Please send all cancellation requests to meetings@ncra.org.
- NCRA will not be able to issue any refunds after July 1, 2024.
- If you have questions or need clarification, please send us a message at meetings@ncra.org or call us directly at 800-272-6272.

PHOTOGRAPHY AND VIDEOGRAPHY DISCLOSURE

NCRA takes photographs and videos during its meetings and events for use in all forms of Association media, including the NCRA website and social media sites. NCRA may also share these with the media or state associations for their usage. By participating in this Conference, you agree to such uses.

Full registration	Networking only	Pick your day	Student registration
<p>INCLUDES</p> <ul style="list-style-type: none"> • All concurrent seminars (Thursday-Saturday) • 3-day Expo Hall pass • Welcome Reception (Thursday eve.) • Premier Session with keynote (Friday) • Awards Celebration/Lunch (Saturday) • Member Recognition Gala (Saturday eve.) <p><input type="checkbox"/> Member: \$775 <input type="checkbox"/> Nonmember: \$900</p>	<p>INCLUDES</p> <ul style="list-style-type: none"> • Welcome Reception (Thursday eve.) • 3-day Expo Hall pass • Premier Session with keynote (Friday) • Awards Celebration/Lunch (Saturday) • Member Recognition Gala (Saturday eve.) <p><input type="checkbox"/> Member: \$645 <input type="checkbox"/> Nonmember: \$740</p>	<p>INCLUDES</p> <p>FRIDAY ONLY</p> <ul style="list-style-type: none"> • All concurrent FRIDAY sessions • Expo Hall pass • Premier Session with keynote <p><input type="checkbox"/> Member: \$415 <input type="checkbox"/> Nonmember: \$450</p> <p>OR</p> <p>INCLUDES</p> <p>SATURDAY</p> <ul style="list-style-type: none"> • All concurrent SATURDAY sessions • Expo Hall pass • Awards Celebration/Lunch • Member Recognition Gala • Premier Session with keynote (Friday) is an additional charge for this registration type. <p><input type="checkbox"/> Member: \$545 <input type="checkbox"/> Nonmember: \$690 <input type="checkbox"/> Add Premier Session with keynote: \$50</p>	<p>INCLUDES</p> <ul style="list-style-type: none"> • Complete student track seminars • 3-day Expo Hall pass • Student Breakfast and Welcome • Student Lunch • Welcome Reception (Thursday eve.) • Premier Session with keynote (Friday) • Awards Celebration/Lunch (Saturday) <p><input type="checkbox"/> Member: \$305 <input type="checkbox"/> Nonmember: \$335</p>

▶▶ Subtotal Conference package selections \$ _____

Conference additional opportunities	Member	Nonmember	My total
Competitions			
<input type="checkbox"/> National Speed Contest: Wednesday	\$200		\$ _____
<input type="checkbox"/> National Realtime Contest: Thursday	\$200		\$ _____
<input type="checkbox"/> Discounted price for registering for both Contests	\$390		\$ _____
Workshops			
<input type="checkbox"/> Captioning Boot Camp Workshop: Thursday	\$250	\$300	\$ _____
<input type="checkbox"/> Realtime Boot Camp Workshop: Thursday	\$250	\$300	\$ _____
<input type="checkbox"/> Vendor training (Stenograph and Advantage): 8 a.m.-noon Thursday	\$350		\$ _____
<input type="checkbox"/> Firm Owners Focus (special sessions, lunch included): Thursday	\$425	\$450	\$ _____
<input type="checkbox"/> Dictionary Jumpstart: Thursday	\$225	\$275	\$ _____
	with registration package purchase	without registration package purchase	
<input type="checkbox"/> Welcome Reception: Thursday	\$155	\$225	\$ _____
<input type="checkbox"/> Awards Celebration/Lunch: Saturday	\$205	\$250	\$ _____
<input type="checkbox"/> Member Recognition Gala: Saturday	\$275	\$310	\$ _____
	▶▶ Subtotal optional selections		\$ _____
	▶▶ Total of all selections		\$ _____

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MEETING AND EVENT CODE OF CONDUCT

NCRA is committed to providing an environment that encourages the free expression and exchange of technical and professional ideas and promotes equal opportunities and respectful treatment for all participants. All meeting and event participants are expected to treat others with respect and consideration, follow venue rules, and alert NCRA staff or security of any dangerous situations or of anyone in distress. This Code of Conduct applies to all NCRA event-related functions, including those sponsored by organizations other than NCRA but held in conjunction with NCRA events. It also applies to virtual events hosted by or on behalf of NCRA.

NCRA prohibits and will not tolerate any form of harassment or bullying at its meetings and events. Harassment is unwanted and unwelcome attention or other conduct that creates an environment where a reasonable person would feel unwelcome, intimidated, excluded, or abused. Harassment based on gender, race, religion, national origin, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability, occupation, political affiliation, and any other personal characteristic is strictly prohibited. Bullying is defined as the activity of aggressive behavior intended to hurt another individual, physically, mentally, or emotionally.

NCRA also prohibits misconduct at its meetings and events. Misconduct includes, but is not limited to, threatening or stalking any attendee, speaker, volunteer, exhibitor, staff member, service provider, or other meeting guest, or disruption of presentations during sessions, in the exhibit hall, or at other events organized by NCRA. All participants must comply with the instructions of the moderator and any NCRA staff or event staff.

All participants, which includes attendees, speakers, volunteers, exhibitors, sponsors, students, and others, are limited to people 18 years and older. Children under the age of 18 are strictly prohibited to attend any Conference events, including, but not limited to, classroom sessions, Expo Hall, and all networking events (Membership Gala, Awards Luncheon, Welcome Reception). Any special requests should be emailed to meetings@ncra.org.

In addition, in-person event participants are asked to adhere to the following rules:

- All persons will be required to present a current government-issued identification, to include a clear photograph and the individual's full legal name, at the time of registration. No exceptions.
- All persons entering the event space must be a registered attendee or exhibitor and display Conference credentials at all times.
- Business casual attire is appropriate for all Conference activities. Certain networking events, like the Member Recognition Gala, may have an event theme and a costume or themed attire is acceptable.

- If you do not feel well, stay at home. If you do not feel well at the event and are experiencing flu-like symptoms, go to the first aid office (or equivalent).
- The recording or transmission of any keynote, education session, presentation, demo, video, or content in any format is strictly prohibited unless NCRA issues written permission in advance specifically for the requested content.
- Participants should not in any way disrupt presentations during sessions, in the exhibit area, or at other events organized by NCRA. All participants must comply with the instructions of NCRA event staff.
- The possession, use, or display of any weapons, including but not limited to firearms, explosives, and knives, is strictly prohibited except by authorized security personnel.
- Attendees and vendors are not allowed to promote or sell AI/ASR products and will be excused without refund if they do. Promotion of these methods is contrary to our mission, and NCRA rejects both their advertising and a request for convention booth space.

Violation of this Code of Conduct may result in the person committing the violation being asked to leave the event at which the incident occurred without warning or refund; being barred from attending NCRA events in the future; and, if relevant, being barred from or revocation of membership in NCRA. Event security and local police may be contacted in the event violators pose an imminent threat to others or are disrupting the event. If an NCRA staff member is found to be in violation, applicable NCRA employment policies will be followed. Action regarding an NCRA staff member may result in termination of employment.

This policy applies to all attendees, speakers, exhibitors, contractors, volunteers, and guests at NCRA-sponsored events. Anyone who experiences or witnesses' harassment or misconduct should contact NCRA staff or hotel staff.

ASSUMPTION OF RISK AND WAIVER OF LIABILITY

Attending any in-person committee and/or board meeting may come with risks related to exposure to flu and communicable diseases. All attendees, staff, and guests voluntarily assume all risks related to such exposure and waive any claims against NCRA should they become sick. All attendees will be expected to review and follow any rules, regulations, or mandates put in place by federal, state, or local authorities and follow any safety conditions or protocols put in place by the hotel and/or NCRA.

PLEASE SIGN BELOW TO INDICATE YOUR ACCEPTANCE OF THIS MEETING AND EVENT CODE OF CONDUCT:

 SIGNATURE OF REGISTRANT

 DATE

Thank you for your cooperation in making the

2024 NCRA Conference & Expo a safe and enjoyable time for all.