



**CONNECTING YOUR COLLEGE/UNIVERSITY
TO THE CONFERENCE EXPERIENCE**

PRESENTED BY: NBMBAA®

Empowered to Lead, Equipped to Succeed

Houston, TX | September 24 - 28, 2019

INSTITUTION PRELIMINARY REGISTRATION FORM

Name of Institution:		Today's Date:
INSTITUTION'S PRIMARY CONTACT PERSON		
Name & Title of Primary Contact:	Email Address:	Phone Number Office: Cell:
STUDENT VOLUNTEER COMMITMENT		
Undergraduate Students: Yes No	Graduate Students: Yes No	
Projected #:	Projected #:	
FACULTY COMMITMENT		
On your institution's selected day(s) to volunteer, how many faculty will accompany your students?		
ENGAGEMENT LOGISTICS		
Day(s) Selected for Volunteering:	Projected Attendance by Day:	Travel: Bus Parking
Sunday, September 22, 2019	Sunday, Sept. 22 nd	Total # of buses: Date: _____
Monday, September 23, 2019	Monday, Sept. 23 rd	Total # of buses: Date: _____
Tuesday, September 24, 2019	Tuesday, Sept. 24 th	
Wednesday, September 25, 2019	Wednesday, Sept. 25 th	
Thursday, September 26, 2019	Thursday, Sept. 26 th	
Friday, September 27, 2019	Friday, Sept. 27 th	
CAREER EXPO FLOOR ACCESS		
Request Career Expo Floor Access:	Thursday, September 26 th	Friday, September 27 th
INTENT TO COMMIT		
<p>_____, intends to commit student volunteers and faculty/staff support to the 2019 Annual Conference & Exposition in Houston, Texas during the time period of Sunday, September 22, 2019 through Friday, September 27, 2019. We understand this is only a preliminary commitment and is subject to change by either party with at least 24-hours notification.</p>		
Signature of Authorized Institution Representative		Date
Signature of Authorized Conference Representative		Date

Please email this completed form to volunteer@nbmbaa.org

Any questions regarding this form please call Kimberley Hayes at (917) 225-9130