

## Registration and Attendance Policies

1. **International ACAC membership is required to attend.**
2. Registration caps for 2025:
  - a. Secondary schools **are limited to five** attendees per institution.
  - b. Colleges and universities **are limited to four** attendees per institution.
  - c. Organizational members **are limited to three** attendees per organization.
3. Secondary schools, higher education institutions, and organizations that employ a current Executive Board member, current Standing Committee member, or current Conference Planning Committee member may send ONE additional representative to the conference (provided the Board or Committee member is one of those attendees).
  - a. The term 'current' shall be interpreted to mean the Board or Committee member is serving in an official capacity at the time of the conference.
4. Higher education institutions and organizations that employ a past president or past winner of any of the International ACAC Annual Awards may send an additional representative to the conference, provided the past president or award winner is one of those attendees.
5. Individuals not employed by an institution or organization, such as retirees or independent educational consultants who are self-employed may attend the conference.
6. Whenever possible, no more than ten percent (10%) of total conference attendees may be made up of the following two populations combined, with as close to an even split between populations as possible. Any additions will be at the discretion of the Executive Board:
  - a. Organizational members based anywhere in the world; and
  - b. Individual members based in the United States.
7. The Executive Board may offer a limited number of additional spaces, subject to size limitations of the conference, to institutions and organizations.