Welcome to the Inaugural Issue of Celebrating 25 Years. Celebrating 25 Years is the official e-newsletter of the 2014 Annual Conference, highlighting special programming and providing updates on conference events and schedule changes. This one-page newsletter will be sent every other week with Business Education Week to all ACBSP members. In addition, several special issues are published. Two special issues will be sent later this month — one to all ACBSP CHAMPIONS and CO-CHAMPIONS and one to prospective members.

Celebrating 25 Years. The name of this e-newsletter calls attention to the fact that this is a special year and conference as ACBSP concludes a year-long celebration started at the closing session of the 2013 Annual Conference in Salt Lake City. A logo has been used throughout the year and a number of new initiatives have been launched. These initiatives are listed on page two of the Report from the Executive Director in the Winter 2014 issue of ACBSP Update. The next issue of Celebrating 25 Years will be devoted to all the events occurring during the 2014 Annual Conference focused on this celebration.

Promotional Booklet Now Available! With this issue of Celebrating 25 Years we are announcing the release of our 12-page promotional booklet. The contents include information about our keynote speaker during the Saturday luncheon, two Thought Leader Sessions, a listing of educational and accreditation concurrent sessions, two focus tracks, a tentative schedule, hotel and airline information, things to see and do in Chicago, a pre-conference workshop, Mentor and Evaluator Training, and the Leadership Institute which precedes the conference. The online version includes 49 hyperlinks to secure more information.

A Special Offer from Delta Airlines. For the second year now, ACBSP is pleased to offer to attendees up to 10% discount off applicable airfares for the 2014 ACBSP Annual Conference. Book online through www.delta.com, using our meeting event code: NMHVV. For complete information on how to book your ticket, visit the ACBSP Conference Web page or page 12 of the promotional booklet.

Peregrine Academic Services—User Group Meeting. Peregrine Academic Services is a Platinum Sponsor for the 2014 ACBSP Annual Conference by their sponsorship of accreditation tracks, lanyards, and the International Information Exchange. New this year, Peregrine is conducting a User Group Meeting on Thursday afternoon for their current clients and those interested in learning more about our services. This includes a hosted lunch. For complete information, please download the Peregrine Academic Services Invitation.

Archive of the 2013 Annual Conference. Memories of the 2013 ACBSP Annual Conference continue through a Web page devoted to recording and preserving what occurred in Salt Lake City. This includes photos from the conference and concurrent session presentations in the seven tracks including the theme track, Sustainability and Corporate Responsibility in the Classroom. The entire archive extends back to the 2009 conference.

57 days               84 days
End of Early Registration 2014 ACBSP Annual Conference
Special Issue for Prospective Members! Celebrating 25 Years is a biweekly newsletter sent every other Friday in April, May, and June to all ACBSP members. It highlights events occurring during the ACBSP 2014 Annual Conference. The name is a reference to the conference being the concluding step of a year-long celebration of our 25th Anniversary. In addition to the biweekly newsletter, several special issues are published, including this one for prospective members. An archive of all issues of Celebrating 25 Years is now available.

Prospective members are invited to attend the conference. All events and meetings are open to all registrants. While the registration fee is different for members and nonmembers, the fees for the pre-conference workshops, networking dinners, and guest tickets are the same. ACBSP does not use special markings or ribbons to designate you as a nonmember. Business units joining in July or August will have the difference of the member and nonmember fees deducted from their dues amount.

Engaged Learning in the Digital Age. A 12-page promotional booklet describes all that is offered at the Annual Conference. It has information for making your hotel reservation and links for your online registration.

Attendance at the conference is an ideal way to explore all that ACBSP membership offers. You will experience the ACBSP culture and determine if it is the right fit for your business unit. Consider all that is offered:

- Three accreditation tracks offer concurrent sessions for you to learn more about the accreditation process, tools to promote your accreditation, and presentation by schools that have been through the process and are now sharing their experiences.
- On Sunday morning attendees can meet with accreditation staff and members of the Boards of Commissioners to discuss your situation and obtain advice regarding accreditation.
- A record number of submittals were received for our theme track, “Engaged Learning in the Digital Age,” showing the great interest in this topic. Only the best were selected for inclusion in this educational track.
- A special focus track on Saturday includes a keynote speaker, concurrent sessions, a Thought Leader Session, and a Networking Dinner focused on the operation of a business advisory council on your campus.
- A First-time Attendee Orientation is offered twice on Friday welcoming you to the conference and introducing you to others attending for the first time.
- Also on Friday are regional meetings for each of our 10 geographic areas of the world. Meet others from your region, your state, maybe even your city.
- The Leadership Institute on Thursday and Friday prior to the conference is designed specifically for deans and department chairs as they fill their management roles. The topic this year is “The Role of the Dean and Faculty in Fundraising.” Separate registration is required as some attend only the Institute, which includes the Opening Lunch on Friday.
- A networking dinner on Friday evening is another event specifically designed for deans and department chairs.
- There are a series of events associated with the 25th Year Celebration. They are described in an upcoming issue of Celebrating 25 Years. You have an advance copy of this issue on the reverse side.

Information About Membership. We invite you to join ACBSP as a member during the month of May for membership that continues through June 30, 2015. The amount for annual dues is $1,350. In March we released the latest version of our Discover ACBSP booklet. We have also updated our brief description of the Estimated Costs and Potential Timeline for Membership and Accreditation through the Accreditation Council for Business Schools and Programs (ACBSP) for schools located in the United States. Information on the first row of details describes the process to join as a member.
Special Issue for CHAMPIONS and CO-CHAMPIONS! Celebrating 25 Years is your news feed on what is occurring during the ACBSP 2014 Annual Conference. This is a special issue for CHAMPIONS and CO-CHAMPIONS at ACBSP member institutions. It is intended to provide reasons and incentives to be present in Chicago to help fulfill their roles as the ACBSP representatives on campus. A copy of this issue is being mailed with the conference promotional brochure.

A Special Celebration. This newsletter banner says it all. This is more than just a conference; it will be a special time that will probably not occur again during your role as CHAMPION and CO-CHAMPION. Your institution and its history with ACBSP are part of this celebration. You are a part of this success, so be a part of this celebration with events never before conducted in the history of ACBSP. The April 18 issue of Celebrating 25 Years has complete details in the archive of all issues of Celebrating 25 Years. An advance copy of this issue is provided on the reverse side.

Waiver of Fees for CO-CHAMPIONS! ACBSP is offering a waiver of fees for 20 individuals who serve as CO-CHAMPION. To qualify, certain conditions must be met as described in the Application for Waiver of Fees. This includes registration by the CHAMPION to attend the conference. The intent is to provide the CO-CHAMPION a chance to experience various ACBSP conference activities. While not a strict criterion, the waiver is intended for someone relatively new to the role as CO-CHAMPION, or who is likely to eventually serve as CHAMPION and who could not otherwise attend an ACBSP conference without this support.

Your vote is important during business meetings held at the conference. As the voting representative for your campus the CHAMPION and CO-CHAMPION have important voting privileges during business meetings. This includes the Annual Business Meeting on Sunday, regional meetings on Friday afternoon, and meetings of the Associate Degree and Baccalaureate/Graduate Degree Commissions on Saturday afternoon. Votes will occur on election of individuals to represent your interest in governance issues and changes in the ACBSP bylaws. An official notice with all items for a vote will be sent by email to all CHAMPIONS and CO-CHAMPIONS in late May.

Make sure you are represented in Chicago. In each business meeting, the CHAMPION or CO-CHAMPION may cast a vote on behalf of the business unit. If both cannot attend, the CHAMPION may designate someone to vote on behalf of the business unit by providing written documentation to the Executive Director, Douglas Viehland, at dviehland@acbsp.org or by sending this documentation with the person designated to vote on behalf of the member institution.

Honor and reward a faculty member. We hope the CHAMPION or CO-CHAMPION will attend. However, this is also an opportunity to send someone who files quality assurance reports or works on accreditation activities in lieu of, or in addition to, these individuals. It could be someone who may eventually be asked to play a leadership role at your business school. It could be someone who is from Chicago or Illinois and welcomes the opportunity to return to his/her home state. They can be designated to vote on your behalf. Ask this person to provide a detailed report on conference activities at the first faculty meeting upon returning from summer break.

Help if you need it. The needs and circumstances of each member are unique. It is not possible to describe in this Special Issue every scenario that can be used by the CHAMPION and CO-CHAMPION in making the compelling case for administrative and budgetary approval for attendance at the Annual Conference. This is best done by contact to the ACBSP office and we will help.
For more information, visit the 2014 Annual Conference Web page or contact us: conference@acbsp.org, or 913-339-9356.
Editor: Douglas Viehland, ACBSP Executive Director.

Special Issue for Past Presidents! Celebrating 25 Years is your news feed on what is occurring during the ACBSP 2014 Annual Conference. It is sent every other Friday from April through June this year with the regular distribution of Business Education Week. This is a special issue for past presidents and previous executive directors of ACBSP. It announces several events and incentives for you to join all ACBSP attendees during the 2014 Annual Conference and our celebration of 25 years of ACBSP. An archive of all issues of Celebrating 25 Years is available for download as well as our promotional booklet, which describes the value and details for attending this annual conference.

Registration Fees Waived! We invite all past presidents and spouse or accompanying guest to attend the conference on Sunday and Monday with a full waiver of registration fees, including attendance at all the events listed below. These are the two most important days for our celebration. All previous executive directors are invited to attend on the same basis. If you wish to attend the entire conference, a two-day registration fee is available for Friday-Saturday.

Join Us for These Special Events! This is an agenda of activities for your attendance:
• Saturday, June 28—Past Presidents Dinner: This dinner will be held in your honor beginning at 7:00 p.m. including a group photo. Business attire is suggested.
• Sunday, June 29—Thought Leader Session: This 90-minute session in the morning will feature Annette Craven, a Past President, who is lead author of a book being released at the conference. She will give a description of what was required in preparing this historical record and share some insights she obtained into the history as a researcher and co-author. All sessions during the day on Sunday are business casual attire.
• Sunday, June 29—Salute to Regions Luncheon: We invite you to sit with your region and all in attendance as we give recognition to service by the regional presidents, recipients of the Teaching Excellence Award, and the naming of the Best of Regions Excellence Award.
• Sunday, June 29—Accreditation Banquet: Please join us as we honor members receiving initial or reaffirmation of accreditation during the past year and enjoy our anniversary cake for dessert. Business attire is suggested.
• Monday, June 30—Past Presidents Panel: Our closing session with breakfast will be a time to honor your presence in a different way. We invite you to share a story or two about your year as President or years as Executive Director. Details will be discussed during the Saturday evening dinner.

Other Activities: As a full registrant, you are invited to attend any of the Sunday concurrent sessions and the Sunday afternoon annual business meeting. We also invite you to be a tourist and experience all that Chicago has to offer.

R.S.V.P. to this Invitation: Sarah Haas is the ACBSP Conference and Meetings Manager. She is receiving responses for those wishing to be a part of this celebration. If you will be in attendance, please send her by email shaas@acbsp.org or postal mail an acknowledgement of this invitation as a past president or previous executive director. Please include your name as you wish it to appear on your name badge, the name of a spouse or accompanying guest if someone will be joining you, and verify your correct email and postal mailing address. Please respond even if you cannot attend so we are certain you have this invitation and it was thoughtfully considered. If you wish to attend the entire conference, please contact Sarah for instructions, shaas@acbsp.org or 913-339-9356.

Travel and Lodging: You will be responsible for these arrangements. There is a group hotel rate with information posted on the ACBSP website and on page 12 of the promotional booklet.
Celebrating 25 Years — the official newsletter of the 2014 ACBSP Annual Conference, June 27-30 in Chicago, Illinois. For more information, visit the [2014 Annual Conference Web page](http://www.acbsp.org) or contact us: conference@acbsp.org, or 913-339-9356. 
Editor: Douglas Viehland, ACBSP Executive Director.

**Be a Part of an Historical Conference!** Anniversaries are a time for celebration and remembrances. The celebration of the 25th Anniversary in Chicago will be a special one with a series of events planned that are both fun and informational. Be a part of this exciting conference by your attendance. You will never again experience this array of anniversary activities associated with an ACBSP Annual Conference.

**25 Years and Moving Forward** is the name of a book scheduled for release at the conference. All attendees will receive a copy. In addition to historical events extracted from ACBSP documents, the book includes quotations from founders, past presidents, and past Associate Degree and Baccalaureate / Graduate Degree Commission chairs who share their memories of the history of ACBSP in a series of interviews conducted in 2012-13. ACBSP is grateful to the co-authors, Annette Craven, Serena Bahe and Kevin Vichcales, faculty members at the University of the Incarnate Word, who have donated their time and support to create this historical record.

**A Thought Leader Session on Sunday** will feature Annette Craven as the lead author of the book documenting the history of ACBSP during the first 25 years. During this Thought Leader Session she will describe what was required in preparing this historical record and share insights she obtained as a researcher and co-author. Annette will be available after the session and during the day on Sunday to sign copies of the book.

**A Commemorative Shirt** will be given to all attendees. The shirt features the ACBSP logo in its traditional placement on the front of the shirt. The sleeve has special wording to note the 25th Anniversary.

**Wear Your ACBSP Logo on Saturday!** Bring out one of several of the shirts you have received at an Annual Conference in the past and wear it in celebration of your history of attendance at previous annual conferences. Wearing the shirt given to you at the conference is a way to celebrate being a part of this historical conference.

**Past Presidents and Previous Executive Directors** will be our guests for events on and Sunday and Monday. This is the first time this has been done in our history. This includes a private dinner in their honor on Saturday evening and a group photo to commemorate the occasion.

**A 25th Anniversary Cake** will be served during the Accreditation Banquet. Before the cake is cut, there will be opportunities for photos prior to and during the meal service.

**A Past Presidents Panel** will be the program during the Monday’s closing breakfast and general session. Past presidents and previous executive directors will share favorite memories of their involvement with ACBSP.

**A Time Capsule** will be sealed at the end of the closing session. Actually, it will be more of a trunk than a capsule. Attendees may bring to the conference something to donate and place in the trunk. This could be a photo, or a logoed item given at a previous annual conference, or a letter of special importance to your school, or other item of suitable size. A form is available for the donor to add their name and tell a brief story about the item being donated. The trunk will be sealed and opened as part of the 50th Anniversary Celebration.
Complete Listing of All Concurrent Sessions Now Available! A large selection of the titles of concurrent sessions to be offered at the conference was provided previously on pages 8-9 of the promotional booklet for the ACBSP 2014 Annual Conference. A full listing of all concurrent sessions being offered in Chicago is now available on a Web page. The approximately 100 concurrent sessions are offered in four different tracks.

- Engaged Learning in the Digital Age
- Teaching Excellence & Teaching Excellence with a Global Focus
- Accreditation Standards and Processes
- Business Advisory Council & Focus on ACBSP

An example of the display for each concurrent session is as follows.

<table>
<thead>
<tr>
<th>Saturday 10:30 – 11:15 AM</th>
<th>Engaged Learning in the Digital Age</th>
<th>Best of Regions — Region 6</th>
<th>Play it Again: Repeats, Tweets and Flips to Gain Student Engagement Outside the Classroom</th>
<th>David Dyson Ray Gregg Oral Roberts University</th>
<th>Three different strategies are utilized to engage and empower students in learning experiences beyond the classroom. See results for student learning when YouTube, Vimeo, and Twitter are used to provide student engagement in the classroom.</th>
</tr>
</thead>
</table>

**Best of the Regions Presentations.** The concurrent session shown above is one example of nine presentations to be given at the conference that are in a special category. Each of the 10 geographic regions of ACBSP carries out different activities in support of members in that region and in support of ACBSP. This includes the “Best of Regions Presentations” competition. Regions adopt a theme for their call for presentations at their fall or winter conferences which is the same as the Annual Conference theme that follows the next year. Then regions recognize one outstanding presentation based on that theme at regional meetings by designating that one as Best of Region. That one presentation earns an automatic slot at the Annual Conference. All are listed in the Engaged Learning in the Digital Age educational track. A competition will occur during the 2014 Annual Conference and one will be selected to receive the International Best of Regions Excellence Award.

**Best of Regions Presentations in 2015.** The theme for the 2015 Annual Conference in Philadelphia is “Partnering with Business for Student Success.” This will be the focus of the call for presentations for most regions during their fall and winter conferences later this year. Detailed information will be sent to each ACBSP member by their respective region. Make plans now to be a part of this competition and your possible participation at the 2015 ACBSP Annual Conference in Philadelphia with your Best of the Region presentation.

**The Spring Issue of ACBSP Update** released on April 24 had a special focus on the ACBSP Annual Conference. This is our quarterly e-newsletter. The July issue will report on all that occurred at the conference. Please download this issue of ACBSP Update to read the details.

**An archive of all past issues of Celebrating 25 Years** is available for download. This includes three issues sent to all members and special issues for CHAMPIONS and CO-CHAMPIONS, prospective members, and past-presidents.
Chicago Marriott Downtown Magnificent Mile has depleted rooms in the ACBSP block. Here are a few options still using Marriott properties:

- We are in the process of securing overflow hotels at nearby Marriott properties. In the meantime you can go to [https://www.marriott.com/](https://www.marriott.com/) and search for the city of Chicago to see all surrounding Marriott properties. Our focus for overflow rooms will be the two Courtyards by Marriott.
- Chicago Marriott Downtown Magnificent Mile has rooms available, but just not at the group rate. This rate will be in the search featured above, but you may book these rooms by calling 1-800-228-9290 and explain that you were unable to secure the ACBSP group rate for the nights of your stay but you are now seeking the best possible rate.

Do Not Delay! With anticipated record attendance at this year’s conference we urge you to make your reservation as soon as possible! Please check the [hotel page](https://www.marriott.com/) on our conference website for up-to-date information!

Contact ACBSP for Help! Please let us know what your experience is and how we can help, especially our international members unable to access the phone numbers for the overflow hotel. Contact Sarah Haas at 913-339-9356 or send a message to [conference@acbsp.org](mailto:conference@acbsp.org).

Are You Social? Engage With ACBSP Online! We’ll be concluding our 25th Anniversary year at the 2014 ACBSP Annual Conference in Chicago. We would love for our members to help us celebrate this memorable occasion by taking part in the conversation online.

Have you registered for the Annual Conference? Let us know on [Twitter](https://twitter.com) and [Facebook](https://www.facebook.com)! Send us a short message to let everyone know that you’ve registered and encourage them to join you. Be sure to use the hashtag #ACBSPChicago, when referencing the 2014 Annual Conference. You can also join the Facebook event page to receive important updates. Click [here](https://www.facebook.com) to RSVP.

We also encourage you to tweet photos from previous conferences or other ACBSP events. Tell us your favorite memory from the past 25 years. Or, share how ACBSP has impacted your school, faculty, or students. Follow [@ACBSPAccredited](https://twitter.com/ACBSPAccredited) on Twitter and use the hashtag #ACBSPTurns25. Your tweets may be shared during conference.

Only a few weeks remain until conference time! We hope you’re excited to get social with us! During the #ACBSPChicago conference we’ll be hosting several contests, so be sure to engage with us across all of our social media platforms. Engaging with ACBSP online is a great way to network with your peers and make new connections. So, don’t miss out on this opportunity! Also, staying connected with us online allows you to receive important updates and reminders. We hope to see you online soon. If you need help connecting with ACBSP, please contact Maliha Khan, digital content specialist, mkhan@acbsp.org.

An archive of all past issues of Celebrating 25 Years is available for download. This includes three issues sent to all members and special issues for CHAMPIONS and CO-CHAMPIONS, prospective members, and past-presidents.
Celebrating 25 Years — the official newsletter of the 2014 ACBSP Annual Conference, June 27-30 in Chicago, Illinois. For more information, visit the 2014 Annual Conference Web page or contact us: conference@acbsp.org, or 913-339-9356. Editor: Douglas Viehland, ACBSP Executive Director.

**Advance Registration Ends May 31.** Registration will continue including the opportunity for on-site registration at the conference. However the significant discounts for advance registration will not be available. Register now to take advantage of the early registration discount.

**Group Rate Now Available at Overflow Hotels.** Using our special arrangement with Marriott, ACBSP was able to secure group rates at two nearby Marriott properties, a Courtyard by Marriott and a Renaissance Hotel. Chicago is a great destination and this is especially the case in June. Several other conferences being held during the early dates of the ACBSP Conference have created a severe shortage of hotel rooms at moderate prices. These group rates are about the lowest in the area near the Magnificent Mile, and the Renaissance is a special value. This group rate is only available until June 4 or 5, depending on the hotel. Please check the hotel page on our conference website for more information!

**Official Notices of Annual Business Meetings Sent.** On May 27, the official notice of business meetings to be conducted by the Council and the two Commissions was sent to all CHAMPIONS and CO-CHAMPIONS. One version was sent to all baccalaureate/graduate degree members and one to all associate degree members.

**A Thirteenth Page.** Our 12-page conference promotional booklet was released in late March. Since that time we have obtained a speaker for the Friday Opening Luncheon and several new sponsors. To give more details on these recent activities, the online version now includes a new page 5 and all subsequent pages are renumbered. Use the link above to view this new content.

**The Guidebook App gives you access to all conference information from your mobile device.** Each year, we see more and more laptops, tablets, and smartphones on the conference floor. Sometimes an attendee has all three! So this year, the conference will again feature the Guidebook app. Think of Guidebook as a “mini-Conference Program Book.” It will include the entire conference schedule, including concurrent session descriptions and presenters for each track. You can even create your own personal schedule so you’ll never miss a session or meeting. If you need to take notes or want to leave feedback for a session, both can be done through Guidebook. Don’t want to get lost? Guidebook has you covered with hotel and area maps. All of this is accessible with just a few swipes of your finger.

Guidebook will be available as an app on both Apple iOS and Google Android devices. For other devices (Windows Phone, Blackberry, etc.) and laptops, a slimmed-down Web version will be provided. However, you can still sync your personal schedule and to-do lists across all of your devices. At night, use your laptop to plan your schedule and it’ll be on your mobile device ready for the next day. Thank you to Pearson for sponsoring Guidebook. As Conference nears, more information and a link to download Guidebook will be provided.
A Record Attendance: As of June 4, a total of 834 persons from educational institutions had registered for the Conference. The record attendance for an ACBSP Conference was 944 persons in 2012, including 826 attendees from educational institutions. With three weeks remaining before the opening of the conference and with an expanded exhibit area from 2012, it is certain there will be a record attendance in Chicago.

Advanced Registration Closed: Registration will continue online until June 20 and on site at the conference after that date. Some events are sold out or nearly so.

- Mentor and Evaluator Training: We reached our capacity of 70, added 10 more and that is now filled. A waiting list is available, but there is no guarantee you will be added to the training.
- Pre-Conference Workshop: We reached our traditional capacity of 100 and due to the good graces of our presenter; Janice Stoudemire, added an additional 20. We anticipate this registration will close as “sold out” by June 15.
- Networking Dinners: At this time, both Networking Dinners are sold out at 50 attendees each. If you would like to be added to the waiting list, please email Sarah Haas at conference@acbsp.org.

Consider These Open Events: A number of events are open for registration. If you have already registered, you may add these events to your registration.

- School Tours: Our host schools in Chicago invite attendees to arrive early or stay late and explore their campus, meet campus representatives, and learn about how they deliver business education to students and adult learners. A bus will provide transportation as you visit three schools and enjoy lunch on one of the campuses. There are still spots available on the Thursday and Monday tours!
- Leadership Institute—Fundraising for the Dean and Faculty: There is a separate registration for the event at, http://www.cvent.com/d/04q0nc/4W. If you cannot attend the entire conference, consider attending this two-day event on Thursday and Friday, which includes the Opening Luncheon of the Annual Conference.

Group Rate Available at Overflow Hotels Ends on June 7: Using our special arrangement with Marriott, ACBSP was able to secure group rates at two nearby Marriott properties. The Courtyard by Marriott room block is no longer available, but we still have rooms available at the Renaissance Hotel. Please check the hotel page on our conference website for more information, including any extension of these dates and other hotels that may become available.

Make a Contribution to the Time Capsule: During the Closing General Session in Chicago, a Time Capsule will be sealed to commemorate the first 25 years of this great association. We want you to be a part of this celebratory event, so we are using a trunk rather than a traditional capsule.

- If you are not attending the conference and wish to make a contribution, it must be sent to the ACBSP office for arrival not later than June 20. All items submitted must have a Time Capsule Donation Form attached to the item.
- If you are attending the conference, please bring your item(s) to the luncheons beginning Friday. Forms will be provided. All items donated will be displayed during the lunch each day before being placed in the trunk and sealed on Monday. Come to the Annual Conference, be a part of the excitement and see the many items donated.
Thank You for Joining Us in Chicago! This is a special issue of Celebrating 25 Years for persons registered for the ACBSP 2014 Annual Conference. It arrives with an email message that confirms you are registered. If you are registered for a separate event such as a Networking Dinner or the Pre-Conference Workshop, you should receive a separate confirmation on June 16. If you do not receive one of these messages confirming an event for which you feel you did submit a registration, please contact the ACBSP office at (913) 339-9356.

Suggested Dress Attire—Saturday ACBSP Logo Attire: Suggested dress attire in normally an after-thought in our messages, but this year it will be special. For what we think is the first time in the history of ACBSP, we are encouraging you to go to the closet and bring out any of the attire you have received at a previous conference that has an ACBSP logo. Please bring and wear on Saturday in celebration of our history. If you are a first-time attendee and do not have a logo shirt from the past, do not worry. This year we are providing all attendees with a polo shirt that features the ACBSP logo and a “Celebrating 25 Years” message on the sleeve. You will receive this when you arrive and pick up your name badge and lanyard.

Suggested Dress Attire: On all other days during the conference, the suggested attire for all sessions and events is business or business casual, except the accreditation banquet which is business attire. We advise you to bring a jacket or sweater as some meeting rooms can be cold. For the Monday morning closing session when many will be departing for the airport, we invite the dress attire to be flying casual.

International Information Exchange: The International Information Exchange is open to schools both inside and outside the United States to display information about their campus and their geographic area. Attendees will be provided a space that is approximately 2’ by 2’ for this display in the North Alcove of the hotel lobby on the 5th floor. No large displays are allowed. Please bring ample business cards and write on the card or a separate paper how individuals visiting the Exchange can make contact with you at the Conference, including a cell phone number and if you are staying at the Marriott or another hotel.

To properly prepare for the number of schools participating and to provide a table tent sign for your table, we request you send a confirmation that you will participate in the Exchange to conference@acbsp.org and to swilliams@acbsp.org. The deadline is Sunday, June 22. Please make the Subject of the message, “Reservation-International Information Exchange.”

Registration Desk: The registration desk to receive your name badge and conference program for all registrants is located on the 5th floor of the Marriott. The hours are:
- Thursday, June 26: 12:00 PM until 7:00 PM
- Friday and Saturday, June 27-28: 7:00 AM until 5:00 PM
- Sunday, June 29: 7:00 AM until 3:00 PM

If you arrive after 5:00 p.m. on Friday, enjoy dinner and then join others at the Welcome Reception at 8:00 p.m. in the Halsted Room on the 4th Floor of the Marriott. See an ACBSP staff member as you enter for registration verification and drink and dessert tickets.
Celebrating 25 Years...continued from pg. 1

Cancellation Policy: We look forward to seeing you in Chicago but if plans change, this is a reminder that the ACBSP cancellation policy states: “This policy covers registration and ticketed events. ACBSP must receive a written notice of cancellation by May 31, 2014 for a full refund to be given. From June 1 until June 14, cancellations will incur a $175 service charge deducted from the amount paid. Fees will be refunded in the same manner in which the original form of payment was made. No refunds will be made for registration cancellation after June 14 and all amounts owed must be paid. No shows are not eligible for a refund and all amounts owed must be paid. Substitutions can be made at any time without penalty.” Cancellations can only be made by email to conference@acbsp.org or by fax to 913-339-6226.

Ground Transportation: The Chicago Marriott Downtown Magnificent Mile is about 15 miles from Chicago O’Hare International Airport-ORD and 12 miles from Chicago Midway International Airport-MDW. The hotel does not provide shuttle service from either airport. Estimated taxi fare is $45 from ORD and $40 from MDW. An alternate transportation is GO Airport Express shuttle service with a cost of $32 one way from ORD and $27 one way from MDW. The cost to travel by subway is $5 from ORD and $2.25 from MDW using the Chicago Transit Authority. The nearest stop on the CTA is Grand on the Red line, three long blocks to walk to the hotel. It does require a change of trains and travel can be difficult with suitcases as there are stairs along the path of travel. Car rental is an option with all major companies available at the airports. If you are parking at the Marriott, off-site parking is priced at $46/day and valet parking at $61/day.

Conference Program Book Now Available. The 84-page Annual Conference Program Book is now at the printer and will be ready for distribution at the conference. You may download now and review prior to your arrival to mark the concurrent sessions for your attendance and be more prepared of a great conference upon your arrival.

Download the GuideBook App! As in the last two years, an app of the program book is available for use on your mobile device. All concurrent evaluator sessions will be conducted using this app. You may use the QR code provided here to download the app in advance of arrival in Chicago. Note that the QR Code will become active the week of the Conference.

Donate a Prize and Bring to Chicago: Attendance prizes are provided during each of the three luncheons and at the close of the general session on Monday. This is a highlight of the Conference. Our favorite prizes are those brought by those attending the Conference from their schools or items highlighting their region. We ask the value be at least $20. Please bring your donated item to the ACBSP Registration booth.

Bring Your Contribution to ACBSP History: During the Closing General Session on Monday, a Time Capsule will be sealed to commemorate the first 25 years of this great association. All items must have a Time Capsule Donation Form attached which also includes information on the type of item to donate. Please bring your item(s) to any of the luncheons beginning on Friday. Forms will be provided on site as well. All items donated will be displayed during the lunch each day before being placed in the trunk and sealed on Monday.

Dining Guide Now Available: The Host Committee has prepared A Real Person’s Dining Guide To Chicago which is both informative and written with a bit of humor. Please download your copy to bring with you.

Office Hours During the Annual Conference: All of the ACBSP staff will depart on Wednesday or Thursday for Chicago. The office will be open during regular business hours. While on site, the staff will have limited time to access email or to check voice mail messages. In the case of last minute changes or emergencies, the best way to communicate is to call the office at 913-339-9356 and speak with someone who will be staffing the office during our absence. If the phone is not answered, please leave a voicemail message. The office will be closed on Saturday and Sunday, but the general voice mailbox will be checked and actions taken as time requires.

Countdown to Conference

14 days

2014 ACBSP Annual Conference