

# Online Registration Flow for LUAA 2025 National Alumni Convention

## 1. Login Screen

- Users can log in using their email and password.
- Option for new users to create an account.
- "Forgot Password?" option.

## 2. Registration Information Screen

- **\*\*Personal Details\*\***
- Name (Title, First, Last, Middle, Maiden)
- Address (City, State, Zip)
- Phone (Day & Evening)
- Email
- Arrival Date
- **\*\*Alumni Details\*\***
- Date(s) attended/graduated
- Chapter Affiliation
- Spouse/Guest(s) Information
- **\*\*Registration Status Selection\*\***
- National Officer, Financial Member, Non-Financial Member, Board of Directors, Delegate, Guest, Student, Presenter, Speaker, Golden Life Member, Silver Life Member.

## 3. Package Selection Screen

- Display of Full Registration Packages with prices and deadlines.
- Users select one of the packages:

| <u>Categories:</u>  | <u>Financial Member</u> | <u>Non-Financial/Guest</u> | <u>Payment By:</u>           |
|---|-------------------------|----------------------------|------------------------------|
| <b>Early Bird</b> Life Members                              | \$300.00                |                            | <b>Before April 30, 2025</b> |
| Life Members  | \$325.00                |                            | <b>After May 1, 2025</b>     |
| <b>Early Bird</b> Member/Regular Guests                     | \$350.00                | \$375.00                   | <b>Before April 30, 2025</b> |
| Member/Regular Guests                                       | \$375.00                | \$400.00                   | <b>After May 1, 2025</b>     |
| Undergraduate Students                                      | \$100.00                |                            | <b>Before June 1, 2025</b>   |
| <b>"On-site" All Registrations (Excluding Life Members)</b> |                         | <b>\$425.00</b>            | <b>After June 1, 2025</b>    |

The Full Registration Package Fee includes a Commemorative Souvenir Journal, Souvenirs/Memorabilia, a Greater St. Louis Chapter Event, Access to the Convention Hospitality Room, and Tickets to **all** Convention Meal Functions.

#### 4. Individual Ticket Selection Screen (ADD ON)

- If the user doesn't select a full package, they can choose Individual Event Tickets:

| <u>Categories:</u>                           | <u>Price</u>    | <u>Event Date</u>       |
|--|-----------------|-------------------------|
| Welcome Convention Reception                 | \$50.00         | Thursday, June 26, 2025 |
| Distinguished Alumni Awards Luncheon         | \$100.00        | Friday, June 27, 2025   |
| Greater St. Louis Chapter Event              | \$75.00         | Friday, June 27, 2025   |
| Hall of Fame Gala Banquet                    | \$150.00        | Saturday, June 28, 2025 |
| Farewell Memorial Prayer Breakfast           | \$50.00         | Sunday, June 29, 2025   |
| Hospitality Suite (without badge)            | \$25.00/per day |                         |
| Tables: Distinguished Alumni Awards Luncheon | \$1,000.00      |                         |
| Hall of Fame Gala Banquet                    | \$1,300.00      |                         |

#### 5. 2025 LUAA NATIONAL ALUMNI ASSOCIATION INC. CONVENTION COMMEMORATIVE SOUVENIR JOURNAL (ADD ON)

On behalf of LUAA National Alumni Association, Inc and the Greater St. Louis Alumni Chapter, we cordially invite you to partner with us at the 78th National Alumni Association Convention, to be held June 26 - 29, 2025 at the Hilton St. Louis Airport hotel by placing an ad in our Commemorative Convention Souvenir Journal. At each National Alumni Association Convention, there is always an opportunity for alumni, local chapters, corporations and friends of the Association to place an ad in our 78 th National Alumni Association Convention Commemorative Souvenir Journal.

Ad specifics and costs are as follows:

| <b>Ad Type</b>   | <b>Price</b> | <b>Size</b>  |
|--|--------------|--------------|
| Inside Front Cover (Color)                               | \$1500.00    | 8.5" x 11"   |
| Inside Back Cover (Color)                                | \$1250.00    | 8.5" x 11"   |
| Outside Back Cover (Color)                               | \$1250.00    | 8.5" x 11"   |
| Full Page (Color)  | \$500.00     | 8.5" x 11"   |
| Full Page (B/W)  | \$350.00     | 8.5" x 11"   |
| Half Page (Color)  | \$250.00     | 8.5" x 5.5"  |
| Half Page (B/W)  | \$200.00     | 8.5" x 5.5"  |
| Quarter Page (Color)                                     | \$150.00     | 4.25" x 5.5" |
| Quarter Page (B/W)                                       | \$100.00     | 4.25" x 5.5" |
| Alumni and Friends of the Assoc. <b>Name Listed Only</b> | \$75         |              |

Please submit your electronic ads via email to: [info@brandingno.com](mailto:info@brandingno.com)

All ads should be print-ready and submitted in one of the following formats (PDF, JPEG, PNG, or MS Publisher).

PLEASE NOTE: Your ad will not be included in the souvenir journal until the National Treasurer has received payment.

Or make ad check(s) payable to **LUAA, Inc.** and mail to:

**LUAA National Alumni Association, Inc.  
Attn: 2025 National Alumni Convention  
1750 Jefferson St., Box 104762  
Jefferson City, MO 65109-9998**

**All ads and payments (in any form) must be received ON or BEFORE May 15, 2025.**

If you have any questions or concerns Ads, email [herb82364@aol.com](mailto:herb82364@aol.com) or call Dr. Herbert Kitchen at 510-2057188.

## **6. Payment Screen**

- Total summary of selected items (Package or individual tickets).
- Payment Methods:
  - - Credit Card
  - - Bank Transfer
- Terms & Conditions checkbox before proceeding.

## **7. Confirmation & Checkout Screen**

- Thankyou message
- Registration details summary.
- Option to download or print a receipt.
- Instructions for next steps (Badge pickup, check-in process, etc.).

## **8. National Alumni Convention Coordinators: Cynthia Harden-Bowie, Chair**

This information can also go to email.

*Dr. Eric Burgess, Linda M. Helm, Dr. Earl E. Wheatfall, Sr., Joanna Lewis, Alexis Wells, Jonathan Jackson, and Dr. Herbert Kitchen*

*National President: Dr. Sherman Bonds*

*National Treasurer: Charles E. Glasper, Sr.*

Greater St. Louis Alumni Chapter President: Joanna Lewis

## **9. CONVENTION CONTACTS (this info could also go to email)**

**Wednesday, June 25**

Early Attendees Mix and Mingle

**Thursday, June 26**

Board of Directors Meeting  
Welcome to St. Louis Convention Reception

**Friday, June 27**

Plenary Sessions I & II  
Distinguished Alumni Awards Luncheon  
Greater St. Louis Alumni Chapter Event

**Saturday, June 28**

Plenary Session III  
Hall of Fame Gala Banquet

**Sunday, June 29**

Farewell Memorial Prayer Service

## 10. Convention Host Hotel Reservations

Hilton St. Louis Airport  
10330 Natural Bridge Road Saint Louis, Missouri, 63134-3303 314-426-5500

[78th National Alumni Association Convention Booking Link](#)

**Hotel Reservation cut-off date is June 15, 2025**

**Check-in time is after 3:00p.m. Check out time is 11:00 a.m.**

| Room  | Single King Rate | Two Double Rate |
|---|------------------|-----------------|
| Standard King or Double   | \$ 125.00        | \$ 125.00       |
| Hotel room rates are subject to applicable state and local taxes at 15% |                  |                 |