Conference Registration Form

Managing Financial Assets in Today’s Economy
Virginia Tech Hampton Roads Center • Virginia Beach, Virginia

- January 15, 2010 • 9:00 a.m. – 3:00 p.m.  (564430a)
- January 21 & 26, 2010 • 6:00 p.m. – 9:00 p.m.  (564430b)
- February 11 & 18, 2010 • 6:00 p.m. – 9:00 p.m.  (564430c)
- February 19, 2010 • 9:00 a.m. – 3:00 p.m.  (564430d)
- March 13, 2010 • 9:00 a.m. – 3:00 p.m.  (564430e)
- March 23 & 30, 2010 • 6:00 p.m. – 9:00 p.m.  (564430f)

Please print or type—complete a separate form for each participant

Name
Title
Organization *Org.’s FID#
Address
City State Zip
Daytime Phone No. Fax No.
E-mail
Signature

Registration fee: □ $99
□ $49 Spouse/Significant Other will be attending

Spouse/Significant Other’s Name: __________________________

Total: $ ______________

Method of payment: Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received.

□ Check enclosed
(Make payable to: Treasurer, Virginia Tech CE)

□ Credit Card: □ Visa □ MC □ AmEx
Card No. Exp. Date
Cardholder name
Cardholder signature Date

Return with payment by two weeks prior to the class you are attending (no staples, tape, or paper clips, please) to:
Conference Registrar
Continuing and Professional Education
Virginia Tech, Mail Code 0272
702 University City Blvd.
Blacksburg, VA 24061
phone: 540/231–5182
fax: 540/231–3306 (for credit card registrations only)

Refund and Cancellation Policy
Requests for refunds will be honored when received seven calendar days prior to the program. However, another person may be substituted at any time for this program. A $25 administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

For weather or disaster-related program cancellation or postponement information, please call 540-231-9489.

*Necessary to process a refund payable to any company, agency or government.

The information you provide is subject to the Freedom of Information Act guidelines.