Conference Registration Form

Third Annual Educational Leadership Research Forum

March 13-14, 2008
Hilton Garden Inn • Hampton, Virginia

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 fees: $99

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 March 3, 2008 (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
day: 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 $50 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.

AMT: ____________

CHK#: ____________

DATE: ____________

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