Conference Registration Form

International Symposium for Next Generation Infrastructure 2015

September 14-15, 2015

JW Marriott - 1331 Pennsylvania Ave NW - Washington, DC 20004

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

Name

Title

Organization  *Org.'s FID# *

Mailing Address

City     State     Zip

Daytime Phone No.    Fax No.

Email     Signature

Registration fee:  

☐ $250 Standard Participant Fee ($350 after August 14)

☐ $50 Student Fee* The first 25 students to register with valid enrollment verification $100 after the first 25 registrants.

☐ $150 Networking Reception/Dinner Companion Ticket

* Student Participant Fee requires enrollment verification. To qualify for the student discount, please securely fax your Student ID and registration form to 1-540-231-3306.

Will you be attending the Networking Reception/Dinner on Monday, September 14, 2015?  ☐ Yes   ☐ No

Please indicate any medically necessary (or vegetarian) dietary needs:________________________________________

If you purchased a Networking Reception/Dinner Companion Ticket, please list your companion’s first and last name, as well as any medically necessary (or vegetarian) dietary needs: ______________________________________________

________________________________________________________________________________________________

Please list any Americans with Disability Act (ADA) requirements: ________________________________________


Office Use

Entered

AMT:  

CC/CHK#:  

DATE:  

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Refund and Cancellation Policy
Requests for refunds will be honored when received 14 calendar days prior to the program. However, another person may be substituted at any time for this program. A $60 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.

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

To pay a fee by a VT department via HokieMart, you must select “VT CPE registration fee” as your vendor and attach this completed form.

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

Checks must be drawn on U.S. bank in U.S. dollars.
(There will be a $50 processing fee for all returned checks.)

☐ Credit Card:  ☐ Visa  ☐ MC  ☐ AmEx
(Credit Card payment may be mailed, faxed, or given to registrar over the phone. No credit card information will be processed by voice mail or email.)

Cardholder name

Cardholder signature ____________ Date ____________

Card No. ____________ Exp. Date ____________

Return with payment by August 28, 2015
(no staples, tape, or paper clips, please) to:
Conference Registrar - ISNGI 2015
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)