

Conference Registration Form

Virginia Educational Facility Planners Annual Conference

February 27-28, 2012

The Hotel Roanoke & Conference Center | Roanoke, Virginia

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

Name _____

Title _____

Organization _____ *Organization's FID # _____

Mailing Address _____

City _____ State _____ Zip _____

Daytime Phone _____ Fax _____

E-mail _____

Signature _____

Registration Fees:

- School Divisions Personnel—\$230
- Students (*student ID required*)—\$78
- Design Professionals and All Others—\$285
- Lunch Guest for Monday—\$25
- Dinner Guest for Monday—\$50
- Lunch Guest for Tuesday—\$25
- Guest Meal Package—\$170

Sponsorship:

- Bronze Sponsorship—\$500
(does not include conference registration)
- Silver Sponsorship—\$750
(does not include conference registration)
- Gold Sponsorship—\$1,500
(includes 1 conference registration)
- Platinum Sponsorships—\$3,000
(includes 1 conference registration)

Total Fees \$ _____

Exhibitor:

- Architectural Exhibit—\$125 per entry
(does not include conference registration)

Meal Option (*participants, Platinum and Gold Sponsors please choose one for each day*) :

Dinner—February 27

- Beef Chicken Fish Veg

Guest

- Beef Chicken Fish Veg

Lunch—February 28

- Beef Chicken Fish Veg

Guest

- Beef Chicken Fish Veg

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 Number _____ Exp. Date _____

Cardholder Name _____

Signature _____

Return form by **February 14, 2012** (*no staples, tape, or paper clips, please*) to:

Conference Registrar, Continuing and Professional Education
 702 University City Blvd. (0272)
 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 \$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.

*FID # required to process any refunds to any company, agency, or government.

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

Office Use	Received	AMT: _____
		CC/CHK#: _____
		DATE: _____