Conference Registration Form
Southeastern Regional Cooperative Education Conference
May 25-27, 2016
Hilton Richmond at Short Pump - Richmond, Virginia

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 ($275 after April 1)
$150 One day attendance (Thursday only)

Optional fee(s): $150 Companion fee (covers all meals)

Will you be attending the Wednesday night reception? Yes No

Will you be attending the Thursday night dinner? Yes No

Is this the first time you have attended the Southeastern Regional Cooperative Education Conference (SERCEC)? Yes No

Will you be representing an employer organization or an educational institution? Employer Organization Educational Institution

What experiential or engaged learning strategies are you most interested in exploring during the conference? Please check one or more below.

- Cooperative Education (co-op)
- Internships
- Field Studies
- Service Learning
- Job Shadowing
- Other: ________________

Would you be interested in learning more about sponsorship opportunities for this conference? Yes No

Do you any any medically necessary dietary restrictions? ____________________________________________

Do you have any ADA requirements? ___________________________________________________________
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 $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.

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 May 18, 2016 (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)