

## Conference Registration Form

**UCEA South Regional Meeting**

October 25-28, 2008

The Inn at Virginia Tech and Skelton Conference Center • Blacksburg, 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 \_\_\_\_\_

**Participant Registration**

- Fee:**  \$259 Member (*\$279 after September 1*)  
 \$279 Non-member (*\$299 after September 1*)  
 \$249 First Time Attendee  
 \$199 each Three or More From Same Institution

If you registered as part of a group from the same institution, please list the names of the other members of your group. Please remember that each group member needs to register individually.

1. \_\_\_\_\_ 3. \_\_\_\_\_

2. \_\_\_\_\_ 4. \_\_\_\_\_

Do you require vegetarian meals?  Yes  NoAre you a first-time attendee?  Yes  No**Sponsor Registration**

- Levels:**  \$5,000 Diamond  
 \$3,000 Gold  
 \$1,500 Silver  
 \$750 Exhibitor

For **Diamond** and **Gold** Sponsors - Additional complimentary registration:

Name \_\_\_\_\_

Title \_\_\_\_\_

Will you require electrical hook-up for your exhibit space?  Yes  No

Name \_\_\_\_\_

Do you require vegetarian meals?  Yes  No

Does your complimentary registrant require vegetarian meals?  Yes  No

**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 **October 10, 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  
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.

*\*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.*

|                   |             |
|-------------------|-------------|
| <b>Office Use</b> | Received    |
|                   | AMT: _____  |
|                   | CHK#: _____ |
|                   | DATE: _____ |