Federal Employee Conference Registration Form

Virginia EMS Conference
October 6-8, 2008
The Hotel Roanoke & Conference Center • Roanoke, Virginia

Federal employees unable to submit EMS conference payment until the FY 2008-09 budget is in place will be permitted to register and defer payment until October 1, 2008. Registration fee will be based on date this form is received by conference registrar. 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:

<table>
<thead>
<tr>
<th></th>
<th>Full</th>
<th>Commuter†</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Registration (through August 8)</td>
<td>$599</td>
<td>$439</td>
</tr>
<tr>
<td>Regular Registration (through September 8)</td>
<td>$659</td>
<td>$499</td>
</tr>
<tr>
<td>Late Registration (after September 8)</td>
<td>$719</td>
<td>$549</td>
</tr>
</tbody>
</table>

†Commuter registration does not include hotel room.

Optional Meal fees:

Deadline to purchase spouse/guest meals is September 22, 2008. Meals are nonrefundable.

| October 6 Luncheon Buffet - Guest | $17.55 |
| October 6 Dinner Buffet - Guest  | $32.50 |
| October 7 Luncheon Buffet - Guest | $17.55 |
| October 7 Dinner Buffet - Guest  | $32.50 |

Total: $ ________________

If you purchased meals for your guest, please indicate their first and last names:

______________________________
Refund and Cancellation Policy

Requests for refunds will be honored when received by September 26, 2008. No refunds will be processed after September 26, 2008. However, another person may be substituted at any time for this program. A $75 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.

Method of payment:

☐ Check enclosed (Make payable to: Treasurer, Virginia Tech CE)
☐ Please bill me for payment effective October 1, 2008.
☐ Credit Card: ☐ Visa ☐ MC ☐ AmEx
  Card No. ___________________________ Exp. Date ___________________________
  Cardholder name ___________________________
  Cardholder signature ___________________________ Date ___________________________

Payment of fees: Registrations are limited to the first 160 registrants. Payment of registration fees is required prior to program attendance.

Fax complete form to:
(540) 231-3306
E-mail: eyork@vt.edu
Fax: (540) 231-3306

Confirmation will be provided by Virginia Tech.

*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.