

Conference Registration Form

# Wastewater Treatment Plant Operators Short Courses

August 9–14, 2009 | The Inn at Virginia Tech and Skelton Conference Center

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

Name

Name of roommate if you select double occupancy (required before registration is processed)

Title

Organization

\*Organization's FID#

Address

City

State

Zip

Daytime Phone

Fax

E-mail

Signature

Supervisor's Name

Supervisor's Phone

- Registration fee:**  **\$790 per person**—Double occupancy (2 operators sharing a room at the IVTSCC and the Modified Meeting Package) **\$890 after July 2**
- \$980 per person**—Single occupancy (1 operator staying at the IVTSCC and the Modified Meeting Package) **\$1,080 after July 2**
- \$555 per person**—Commuter (includes Mon.–Thurs. luncheons, Wed. Pizza Party, daily refreshment breaks and instructional materials) **\$655 after July 2**

Please indicate the session you wish to attend:

- Level 1     Level 2     Level 3     Level 4

**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 **July 2, 2009** (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 \$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.

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

\*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.