Conference Registration Form
28th Public Procurement Forum: Shaping the Future of Procurement
(Buyer - Full Conference)
November 14-16, 2016
Virginia Beach Convention Center • 1000 19th Street • Virginia Beach, 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.
Email

Registration fee: $375 Buyer - Full Conference ($450 after October 14, 2016)
Do you require a vegetarian meal option? □ Yes □ No

Please indicate your affiliation: □ Local Government □ State Government

Refund and Cancellation Policy
Requests for refunds will be honored when received by 5:00 pm on October 14. Although refunds will not be possible after 5:00 pm on October 14, another person may be substituted at any time for this program. A $60 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.

☐ 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

Return with payment by November 2, 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)

Entered
AMT: ______________
CC/CHK#: ______________
DATE: ______________

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