# Conference Registration Form

## Southeastern Medieval Association Meeting

**November 18-20, 2010 • The Hotel Roanoke & Conference Center • Roanoke, Virginia**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Daytime Phone No.**

**Fax No.**

**E-mail**

**Signature**

**Registration Fees:**

- $140 Standard ($180 after October 15, 2010)
- $90 Student
- $25 SEMA dues - Required for all enrollees

**Optional Fees:**

- $25 ALA Cart lunch on Thursday, November 18
- $25 ALA Cart lunch on Friday, November 19
- $50 Banquet on Friday, November 19

Do you have any medically necessary (or vegetarian) dietary needs? If so, please indicate:

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**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 (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)

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**Refund and Cancellation Policy**

Requests for refunds will be honored when received by midnight, November 4, 2010. However, a $25 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, if applicable, 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.

The information you provide is subject to the Freedom of Information Act guidelines.