

Registration Form - IPMA-HR Southern Region Conference 2008

We will process your registration when we receive payment.

TWO WAYS TO REGISTER:

(1) Register online with credit card at:

www.ipma-va.org/SRC2008

(2) Mail this form with payment to:

IPMA-VA Chapter
345 S. Main Street, Room 207
Harrisonburg, VA 22801

Please type or print the information requested. (Should you need additional forms, please copy this form.)

We will mail your confirmed registration. If you provided us an e-mail address, you will also receive confirmation via e-mail.

Full Name: _____

Badge Name: _____

Title: _____

Organization: _____

Mailing Address: _____

City/State/Zip: _____

Phone: (____) _____ Fax: (____) _____ Email: _____

REGISTRATION INFORMATION:

Registration fee includes all conference sessions; handout materials; Sunday President's Reception; Monday Continental Breakfast, Lunch, and 2009 Alabama Host Reception; Tuesday Continental Breakfast, Lunch, and Awards Dinner; and Wednesday Breakfast Buffet.

Conference Fee

Registration fee if received by March 15, 2008 **\$225.00** _____

Registration fee after March 15, 2008 **\$250.00** _____

Day Registration Fee Day registration fees are available for those who can only attend one day.

Monday **\$100** _____

(Does not include evening activities)

Tuesday **\$100** _____

Wednesday **\$50** _____

To assist us in planning and meal guarantees, please indicate if you will attend the following events:

Sunday President's reception _____

Tuesday Lunch _____

Monday Lunch _____

Tuesday Awards Dinner and Dance _____

Monday 2009 Alabama Host Chapter Reception _____

Guest Tickets Quantity Total Due

President's Reception **\$30** _____

Dinner/Dance **\$50** _____

Guest Name(s): _____

TRANSPORTATION

Transportation is available through Carey VIP Shuttle from Norfolk International Airport to the Hilton Oceanfront Hotel. You may choose to prepay for this service with your registration by completing the section below. **If you choose to prepay, please email your flight information to**

ipmainfo@ipma-va.org as soon as possible. You may view other transportation options at www.ipma-va.org/SRC2008

Pick-up \$40.00 (includes tip) _____

Return \$40.00 (includes tip) _____

Make check payable to **IPMA-VA Chapter**. Total Cost \$ _____

If you have questions, please call us at 540-432-8920, or send an e-mail to ipmainfo@ipma-va.org.

SPECIAL ACCOMMODATIONS

Let us know if you need special assistance. In order to respond to any special request, we would appreciate as much advance notice as possible. Thank you.

CANCELLATION AND SUBSTITUTION POLICY

If you register and then cannot attend, we encourage you to send a substitute. If you cannot send a substitute, we will assess a \$45 registration cancellation fee, for written cancellations received by March 15, 2008. Send cancellations to ipmainfo@ipma-va.org. We will not accept telephone cancellations. Refunds are available for registration fees only. No refunds paid after March 15, 2008.

How did you learn about this conference?

Postcard _____ E-mail _____ Website _____ IPMA Meeting _____ Colleague _____ Other _____

IPMA-HR SOUTHERN REGION CONFERENCE (For office use only)

Check # _____ Total Amount: _____ Date Received: _____