



**Conference Registration Form    November 12-15, 2017    The Hotel Roanoke & Conference Center**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
First MI Last

Agency: \_\_\_\_\_ TRIO Program: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a TRIO Alumnus? \_\_\_\_\_ If yes, name of Program and Institution: \_\_\_\_\_

Is this your first state conference?  Yes  No      How many years of TRiO service? \_\_\_\_

Do you need accommodations due to physical disability? \_\_\_\_\_ If yes, please specify: \_\_\_\_\_

Do you want to request vegetarian meals?  Yes  No

Do you have any food allergies?  Yes  No - please specify \_\_\_\_\_

<b>REGISTRATION RATES:</b>	<b>Receipt Deadline</b>	<b>Membership Rate</b>	<b>Non-Member Rate</b>
Early Bird Registration	October 2, 2017	\$400	\$450
Regular/On-Site Registration	After October 2, 2017	\$450	\$500

The conference registration rate includes conference materials, speaker's fees, AV costs, Sunday evening reception, Monday Achievers' Luncheon, Tuesday Presidents' Banquet and Wednesday Breakfast.

Conference registration may be paid by purchase order or check (Make checks payable to VAEOPP). Credit cards are **not** accepted. The VAEOPP tax ID number is 54-1804299.

To cancel registration and receive a refund less a \$25 processing fee, a written request must be postmarked or time-stamped on or before **October 13, 2017**. After this date, full payment is required whether or not the registrant attends the conference.

Hotel cost is not included – you must make your own reservations. All reservations must be guaranteed with a major credit card. Please make hotel reservations before **October 13, 2017**. Hotel rate is **\$107.00 (single occupancy) \$127.00 (double occupancy)**.

A block of rooms for the conference has been reserved under group code **VAEOPP**.

**HOTEL RESERVATIONS**

The Hotel Roanoke  
 110 Shenandoah Avenue  
 Roanoke, VA 24016-2025  
 Phone: (540) 985-5900  
 Fax: (540) 853-8290

**CONFERENCE REGISTRATION**

Mandy Castle  
 Southwest Virginia Community College  
 724 Community College Road  
 Cedar Bluff, VA 24609  
 Phone: (276) 964-7527 Fax: (276) 964-7393  
[Amanda.Castle@sw.edu](mailto:Amanda.Castle@sw.edu)

The link below can assist you with online reservations:  
<https://aws.passkey.com/event/49352350/owner/9515698/home>

**Committee Use Only**

Date Postmarked or stamped \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_  
 Date Registration Received: \_\_\_\_\_ Check Number: \_\_\_\_\_  
 Date Payment Received: \_\_\_\_\_ Check Amount: \_\_\_\_\_