

2008 Educational Technology Leadership Conference

December 10-12, 2008

The Hotel Roanoke & Conference Center • Roanoke, Virginia

Conference Registration Information

To register, complete and submit this form with payment information. Advance Conference Registration Closes at **12:00 PM** on **November 26, 2008**. Registration after this date must be handled on-site at the conference registration desk.

All registration fees must be prepaid with a credit card or check. Registrations received without payment are not processed. On-line registration is only available when using a credit card. If you are paying by check, please print out this form and mail it in with your payment.

NOTE: Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received.

CONFERENCE PARTICIPANTS

The conference registration fee of \$250 per person includes attendance at the conference's general and concurrent sessions, conference materials, and the refreshment breaks, and lunches on Wednesday and Thursday. Please note that NO split registration is allowed. One \$250 registration fee cannot be split or shared by two or more persons attending at separate times. Also note that the conference registration fee is a package price for Wednesday through Friday. There is NO separate pricing on a per day basis.

CONFERENCE PRESENTERS

All presenters who attend the conference must register and pay the noted registration fee. Any substitutions or changes in presenters must be coordinated with Liz Wade Fillman at (540) 231-9087 or elwade1@vt.edu.

The presenter registration fee of \$250 must be received by November 2, 2008.

REGISTRATION HOURS

The registration desk hours will be: December 9, 6-8pm; December 10, 7-10am; December 11, 7-10am; and December 12, 7-10am.

CERTIFICATE OF ATTENDANCE

A certificate of attendance will be included in the participant registration packet of materials. Materials should be picked up at the conference registration desk.

Refund Policy:

Requests for refunds are honored if received on or before 12:00 PM on November 26, 2008. Please note we will deduct a \$50 administrative fee from the refund. Any cancellation requests received after 12:00 PM on November 26, 2008 forfeit the entire fee. If you cannot attend but wish to have a substitute attend in your place, we must receive advance notice of your substitution. In order to have correct name and mailing information on conference materials (including name tag), please notify Emily York at 540-231-6735 or eyork@vt.edu as soon as possible prior to November 26, 2008 if you are making a substitution.

NOTE: Any substitutions made after the November 26, 2008 deadline will be too late for corrections to appear in the conference program.

INCLEMENT WEATHER; AND/OR HOTEL, LOCAL, STATE, AND/OR NATIONAL EMERGENCY/DISASTER REFUND POLICY

No refunds will be given after the conference registration cut-off date of Wednesday, November 26 at 12:00 PM. Refunds will NOT be issued due to weather conditions, state emergency, or national emergency, which occur immediately prior to or during the dates of the conference.

Please type in all information as you wish it to appear on your nametag and the participant list.

Conference Registration Form

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Please print or type—complete a separate form for each participant. Please type in all information as you wish it to appear on your nametag and the participant list to be printed in the conference program.

Name _____

Title _____

Organization _____

*Org.'s FID# _____

Address _____

City _____ State _____ Zip _____

Daytime Phone No. _____ Fax No. _____

E-mail _____

Signature _____

Registration fees:

- \$250 Conference Participant
- \$250 Presenter
- \$250 Co-Presenter

Will you require vegetarian meals? Yes No

Do you need a Sign Language Interpreter? Yes No

If yes, what date(s) and time(s) will the Sign Language Interpreter be needed?

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 by **November 26, 2008** (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 Policy:
 Requests for refunds are honored if received on or before 5:00 PM on November 26, 2008. Please note we will deduct a \$50 administrative fee from the refund. Any cancellation requests received after 12:00 PM on November 26, 2008 forfeit the entire fee. If you cannot attend but wish to have a substitute attend in your place, we must receive advance notice of your substitution. In order to have correct name and mailing information on conference materials (including name tag), please notify us as soon as possible prior to November 26, 2008 if you are making a substitution. **NOTE:** Any substitutions made after the November 26, 2008 deadline will be too late for corrections to appear on the conference materials.

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**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.

Office Use	Received	AMT: _____
		CHK#: _____
		DATE: _____