

2010 Annual Training Institute Registration
Investing In Our Most Valuable Resource -YOU!!
 Holiday Inn Koger Conference Center
 Richmond, Virginia
 September 30, October 1, 2010

Registration Rates	VCA Member	Non-Member
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CHECK TYPE OF REGISTRATION & RATE

<input type="checkbox"/> Pre-registration--Full	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$35 (includes membership)
<input type="checkbox"/> On-Site--Full	<input type="checkbox"/> \$35.00	<input type="checkbox"/> \$45 (includes membership)
<input type="checkbox"/> Students (Full Time student, not employed in Corrections)	<input type="checkbox"/> \$10.00	<input type="checkbox"/> \$15 (includes membership)
<input type="checkbox"/> Lunch Only	<input type="checkbox"/> \$20.00	<input type="checkbox"/> \$25

VCA Membership # _____ (Mandatory in order to receive the member registration rate.)

Must be an active VCA Member or submit separate membership form including **separate check/money order for membership fee with this registration. For more registration information, please contact:

Layton Lester 804-784-3551 ext. 2201 or Donna Anderson 804-337-5024

Please Print or Type

Name _____
 Agency/Company/School _____
 Title _____
 Address _____
 Phone (Work) _____ (Home) _____
 E-mail Address _____
 Name for Conference ID Badge _____

Payment Method—Check appropriate payment method

Registration: Check Money Order
Membership: Check Money Order

(Cash will only be accepted as payment on-site)

Mail completed VCA registration form and/or membership form
 With payment to:

Wendy Brown, VCA Treasurer
 Department of Corrections
 P.O. Box 26963
 Richmond, VA 23261
 804-674-3131 ext. 1504

FOR OFFICE USE ONLY

Registration: _____

Membership: _____

Check Amount: _____

Check Date: _____

Cash Amount: _____

Date Processed: _____

Reserve your room before September 10, 2010! A limited number of rooms have been held at the conference rate. **DO IT NOW!** After September 10, 2010, the hotel on a space available basis will accept reservations and at the hotel's prevailing rate. Participants need to make their own reservations with telephone reservation # is 800-379-3800. The e-mail direct is <http://www.holidayinnkoger.com>. State room rates are \$92.00 plus taxes for single or double occupancy and ask for the Virginia Correctional Association room block.

All room confirmations will require a credit card for guarantee. The card will not be charged unless notice is received less than (72) hours prior to arrival and a cancellation number is obtained. Checks and major credit cards are acceptable to establish prepayment.