

# ANNUAL CONFERENCE REGISTRATION FORM

## Registrant Information:

Registrant Name \_\_\_\_\_ Membership # \_\_\_\_\_  
(First) (Last) (CEOE)

How should your first name appear on your name badge? \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

Email address \_\_\_\_\_

Office Phone \_\_\_\_\_

I authorize NAEOP to publish/post my email address in the annual report.

Cell Phone \_\_\_\_\_

YES  NO

**Complete only ONE section below, either Full Registration OR Single Event Registration.**

Full Registration:	Paid by May 15	Paid after May 15	
<i>(Full registration fee includes: Area Brunch, Council OR NAREOP Lunch, Awards/PSP and Installation Banquets. DOES NOT INCLUDE: Summit, Breakout Sessions, Optional Events and/or Guest fees. <b>If using the paid by May 15 price, payment must be received at the national office by May 15 to qualify for the May 15 lower price.)</b></i>			
Full Registration—Member	\$300	\$350	\$ _____
Full Registration—Non-member	\$355	\$405	\$ _____
<b>Check Appropriate Menu A or B:</b>			
Installation Banquet: ___ A ___ B	Receiving PSP/CEOE recognition? _____ <i>(must be current member)</i>		TOTAL FULL REGISTRATION FEES: \$ _____
			<b>(Transfer to next page)</b>

Single Event Registration:	Paid by May 15	Paid after May 15	
Single Registration—Member	\$155	\$205	\$ _____
Single Registration—Non-member	\$200	\$250	\$ _____
___ Area Brunch \$20			
___ Council or NAREOP (Retirees) Lunch \$28			
___ Awards/PSP Banquet \$50			
		Receiving PSP/CEOE recognition? _____ <i>(must be current member)</i>	
<b>Check Appropriate Menu A or B:</b>			
___ Installation Banquet \$55: ___ A ___ B			
			SINGLE EVENT REGISTRATION FEES (Registration and Meals only): \$ _____
			<b>(Transfer to next page)</b>

**Optionals:**

\_\_\_ First Timer Orientation (No Charge)

\_\_\_ First Timer Conference Bag (No Charge to First Timers)

\_\_\_ I would like to be a First Timer Mentor

\_\_\_ Conference Bag \$12

TOTAL OPTIONALS: \$ \_\_\_\_\_

**(Transfer to next page)**

**Additional Important Information:**

Special Dietary Needs or Disability: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Guest/Spouse Registration:**

Guest Fee: \$25/each guest \$ \_\_\_\_\_

Guest Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

*(Attach additional guest contact information to registration form.)*

	<i>(Indicate total guest meal choices in selection boxes below.)</i>
Area Brunch	\$20 \$ _____
Council/NAREOP Lunch	\$28 \$ _____
Awards/PSP Banquet	\$50 \$ _____
Installation Banquet	\$55 \$ _____
___ A ___ B	
TOTAL GUEST FEES \$ _____	
<b>(Transfer to next page)</b>	

# ANNUAL CONFERENCE REGISTRATION FORM

Registrant Name: \_\_\_\_\_

## Summit Class Offerings

Monday, July 15, 2019					
✓	IN101	Monday	8:00 am – 12:00 pm	Evernote Plus	\$65
	IN102	Monday	8:00 am – 12:00 pm	Preventing Targeted Violence	\$65
	IN103	Monday	1:00 pm – 5:00 pm	All Things Google	\$65
	IN104	Monday	1:00 pm – 5:00 pm	Continuity of Operations Planning: Planning for the Natural, Technological and Human-Caused Disasters	\$65
Tuesday, July 16, 2019					
✓	IN201	Tuesday	8:00 am – 12:00 pm	Evernote Plus	\$65
	IN202	Tuesday	8:00 am – 12:00 pm	Preventing Targeted Violence	\$65
	IN203	Tuesday	1:00 pm – 5:00 pm	All Things Google	\$65
	IN204	Tuesday	1:00 pm – 5:00 pm	Continuity of Operations Planning: Planning for the Natural, Technological and Human-Caused Disasters	\$65

Check desired Summit classes:

**TOTAL SUMMIT FEES:**

\$ \_\_\_\_\_

(Transfer total below)

## Breakout Sessions:

Breakout # I Tues. 8:00 – 9:30	Breakout # II Tues. 9:45-11:15	Breakout # III Tues. 1:00-2:30	Breakout # IV Tues. 2:45 –4:15	Breakout # V Wed. 1:15 - 2:45	Breakout # VI Wed. 1:15 – 4:15
<input type="checkbox"/> 101 \$10	<input type="checkbox"/> 201 \$10	<input type="checkbox"/> 301 \$10	<input type="checkbox"/> 401 \$10	<input type="checkbox"/> 501 \$10	<input type="checkbox"/> 601 \$25
<input type="checkbox"/> 102 \$10	<input type="checkbox"/> 202 \$10	<input type="checkbox"/> 302 \$10	<input type="checkbox"/> 402 \$10	<input type="checkbox"/> 502 \$10	<input type="checkbox"/> 602 \$25
<input type="checkbox"/> 103 \$10	<input type="checkbox"/> 203 \$10	<input type="checkbox"/> 303 \$10	<input type="checkbox"/> 403 \$10	<input type="checkbox"/> 503 \$10	<input type="checkbox"/> 603 \$25
<input type="checkbox"/> 104 \$10	<input type="checkbox"/> 204 \$10	<input type="checkbox"/> 304 \$10	<input type="checkbox"/> 404 \$10		<input type="checkbox"/> 604 \$25
<b>Breakout # VII Thurs. 8:00 – 9:30</b>	<b>Breakout # VIII Thurs. 9:45 – 11:15</b>	<b>TOTAL BREAKOUTS: \$ _____</b> <span style="background-color: yellow; display: inline-block;">(Transfer below)</span>			
<input type="checkbox"/> 701 \$10	<input type="checkbox"/> 801 \$10	<b>TOTAL REGISTRATION FEES: \$ _____</b>			
<input type="checkbox"/> 702 \$10	<input type="checkbox"/> 802 \$10	<b>TOTAL OPTIONALS: \$ _____</b>			
<input type="checkbox"/> 703 \$10	<input type="checkbox"/> 803 \$10	<b>TOTAL GUEST FEES: \$ _____</b>			
<input type="checkbox"/> 704 \$10	<input type="checkbox"/> 804 \$10	<b>TOTAL SUMMIT FEES: \$ _____</b>			
		<b>TOTAL BREAKOUTS: \$ _____</b>			
		<b>TOTAL CONFERENCE FEES: \$ _____</b>			

## Payment Method (All fees are payable in U.S. dollars):

\_\_\_ Copy of Purchase Order is attached **(Must be paid by conference date)**

\_\_\_ Enclosed is a check or money order payable to NAEOP

\_\_\_ Credit Card Number\* \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Name on Credit Card \_\_\_\_\_

Billing Address of Credit Card \_\_\_\_\_

\*Please note: a \$5 convenience fee is applied to all credit card transactions.

Signature \_\_\_\_\_

**Early Bird registration deadline is May 15, 2019.** You must register by May 15, 2019 to be listed in the annual report. After June 15, bring the form with you for onsite processing. Onsite registration will be accepted on a space available basis. Meal tickets, however, may not be available onsite.

**CANCELLATION/REFUND POLICY:** All cancellation requests must be **received in writing to the national office**. Cancellations received on or before June 1 will entitle the registrant to a full refund less a \$25 administrative fee. Cancellations received between June 1 and June 15 will entitle the registrant to a 50% refund. There are no refunds for registration or meals after June 15, 2019. No-shows will not be refunded. *Selection and reservation of payment for hotel accommodations, tours, and transportation to and from the conference are the sole responsibility of the registrant.*