

Virginia County Board Chairpersons' Institute

February 6-8, 2014

Richmond Marriott

500 East Broad Street, Richmond, VA 23219



Lodging: The room rates are \$114 for a room. To reserve a hotel room, call 1-800-228-9290 by January 14, 2014, with the following code: **VACo/VML Legislative Day.**

Enrollment: Institute enrollment will be limited to about 25 participants.

Institute fees: The \$295 fee covers course materials, coffee breaks and meals. Spouses and guests who attend may register for \$125, which covers the meals.

Lodging costs are not covered in the fee. There will be no part-day registrations.

Registration: To register, complete and return this form along with the institute fee of \$295, made payable to VACo. **The registration deadline is January 14, 2014.** Advance registration is required and enrollment is not guaranteed until the registration fee is paid.

Refund Policy: Requests for registration refunds are honored if received by January 14, 2014. However, substitutions are accepted at any time. For more information, call VACo at 804.788.6652.

Name _____

Guest's name _____

County _____ Phone _____ E-mail _____

Mailing Address _____

Payment Method: Check___ VISA___ American Express___ MasterCard___

Card Number _____ Expiration Date _____

Card Holder's Name _____

Authorized Signature _____



**Please return to VACo with payment by January 14, 2014:
1207 E. Main Street, Suite 300, Richmond VA 23219-3627.
Credit card payments may be faxed to 804.788.0083.**