

LSS/LINCS Professional Development Seminar

October 13-15, 2011

Omni Richmond Hotel, Richmond, Virginia

(Please note sessions will be held in the Virginia Capitol Building)

Name: _____

Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business Fax: _____

Email: _____

Emergency Contact: _____ Telephone: _____

**Mail or Fax form by Monday,
October 3, 2011 to:**

NCSL Registration/Accounting
7700 East First Place | Denver, CO 80230
Fax: (303) 364-7811

Please note:

Confirmations and badges will not be mailed prior to the Forum. All badges are to be picked up onsite at Registration

For Special requests re: meals or accommodations, please contact Heather Plush at 303-856-1496, heather.plush@ncsl.org

- Check here** if you are with Legislative Information & Communications Staff Section
- Check here** if you are with Leadership Staff Section
- Check here** if you are a first time attendee
- Check here** if you plan to attend the Friday, October 14 trip to Washington, DC

Registration Fee (Check one only)	Fee
<input type="checkbox"/> Early Bird - received before September 16 (legislative staff only)	\$350
After September 16	
<input type="checkbox"/> Legislator	\$375
<input type="checkbox"/> Legislative Staff	\$375
<input type="checkbox"/> Host State Legislative Staff	\$325
<input type="checkbox"/> Crisis Communications Boot Camp, October 12, 2011 (Additional Fee)	\$125
<input type="checkbox"/> Business, University & Others	\$450
<input type="checkbox"/> One Day Only - please circle day: Thurs. Fri. Sat.	\$150
<input type="checkbox"/> Guest (<i>defined as a member of your immediate family or spouse/partner</i>)	\$125
Guest Name: _____	

Meeting Registration Payment: Pay on site Check Enclosed # _____

Bill the State Legislature P.O. # _____ Agency Name _____

Please Charge My Card: AMEX Discover MasterCard Visa

Credit Card Number: _____ Exp. Date: _____ Amount: \$ _____

Signature: _____

Cancellation/Refund Policy: All cancellations must be made in writing and faxed to (303) 364-7811 or e-mailed to registration@ncsl.org. Those received by October 12, 2011 will be refunded, minus a \$50 processing fee. Fees cannot be refunded for registrations cancelled after the conference begins. **No onsite cancellations or substitutions.**

For registration information, call (303) 364-7700 x1456 or visit our website at www.ncsl.org for information.