

**ATTENDEE REGISTRATION FORM**

 **VCASE Spring 2023 Conference**

 **Wednesday-Thursday-Friday**

 **May 24-26, 2023**

**“Building Sustainable Leaders”**

**Print** Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­

Affiliation/School Division \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers W: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION**. The Renaissance Hotel, Water Street, Portsmouth, VA.

Call (757)673-3000 for special rate: $129 All Rooms are Waterfront, be sure to reference VCASE to receive the special rate. The special rate is available through April 24th.

Link- [**Book your group rate for VCASE 2023 Annual Conference**](https://www.marriott.com/events/start.mi?id=1671652256749&key=GRP)

$129 waterfront (taxes and daily and resort fee not included)

**In-Person**

**REGISTRATION FEE.**

\_\_\_\_\_$350, Early Bird Registration postmarked on or before May 8th

\_\_\_\_\_$375, postmarked after May 8th, or if you register onsite

\_\_\_\_\_$500, Conference Registration and Unified Membership (CEC, CASE, VCASE)

**Virtual**

**REGISTRATION FEE.**

\_\_\_\_\_$300 Virtual Conference Registration

\_\_\_\_\_$450 Virtual Conference Registration and Unified Membership (CEC, CASE, VCASE)

**METHOD OF PAYMENT**. Checks will be accepted. Please make the check

payable to **Virginia Council of Administrators of Special Education**. Registration cannot be honored without PayPal, check or PO number noted on the form.

\_\_\_\_\_ PayPal (You will be invoiced via PayPal) Contact Name and Email:

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\_\_\_\_\_ Check # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_ Purchase Order # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please include all names on PO. Include contact person.)

**AMOUNT ENCLOSED**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cancellation Policy**. A full refund will be issued upon written request received by the Executive Director, at the e-mail address provided below, on or before May 8th, 2023. No refunds will be issued for cancellations received after May 8th. Cancellations after May 8th and no shows will be subject to full payment.

**Accommodation(s)**. Please **indicate here any special accommodations** required for virtual conference participation.

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**PLEASE SEND COMPLETED REGISTRATION FORM TO:**

Sheila Bailey, Executive Director, Virginia Council of Administrators of Special Education 5409 Silver Fox Court, Prince George, VA 23875 Phone: 804-931-5589 Email:sheilabaileyVCASE@gmail.com