



REGISTRATION FORM

Please Note - Only one registrant per form. Please duplicate this form as required.

Dr. Mr. Mrs. Ms.

First Name: _____ Last Name: _____

First Name for Badge: _____

Title/Position: _____

College/Organization: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____

Email: _____

CONFERENCE REGISTRATION FEES:

On/Before 12/09/2011

After 12/09/2011

Regular Conference Registration	<input type="checkbox"/>	\$495	<input type="checkbox"/>	\$545
AFC Members Registration	<input type="checkbox"/>	\$445	<input type="checkbox"/>	\$495
Valencia Faculty & Staff Registration	<input type="checkbox"/>	\$395	<input type="checkbox"/>	\$395

INCLUDED WITH YOUR REGISTRATION:

Pre-Conference workshops will be held on Sunday, January 29 from 9:30am to 12:00pm and are included as part of your conference registration fee. Pre-registration is required - do you plan to attend?

- P1. Meeting the OCR Guidelines: Practical Lessons for Complying with Title IX Yes No
- P2. Safety and Liability Issues: Dealing With Potentially Dangerous Students Yes No
- P3. Preparing for the New Era of Immigration Enforcement Yes No

Are you planning to attend the Welcome Reception, Sunday, January 29 (6:00pm - 8:00pm)? **(This event is included with your registration).** Yes No

Please indicate the marketing piece or other information that led you to register for this conference:

If "other" was selected above, please specify: _____

Please indicate any dietary restrictions/special needs or call the Office for Organizational Communication & Development at 407-582-8232 at least two weeks prior to the Conference.

ADDITIONAL GUEST TICKETS:

Meal tickets are included with your registration. Please select this option only if you would like to purchase **additional tickets for guests.**

Welcome Reception \$75 Quantity: _____

Monday Luncheon \$55 Quantity: _____

Meal Ticket Package \$175 Quantity: _____

Includes the following:

Welcome reception on Sunday evening, continental breakfast and luncheon on Monday, continental breakfast on Tuesday, and refreshment breaks throughout the conference.

GUEST REGISTRATION FOR PRE-CONFERENCE WORKSHOPS:

Pre-conference workshops are included with your registration. Please select this option only if you would like to purchase **additional tickets for guests.**

P1. Meeting the OCR Guidelines: Practical Lessons for Complying with Title IX \$75 Quantity: _____

P2. Safety and Liability Issues: Dealing With Potentially Dangerous Students \$75 Quantity: _____

P3. Preparing for the New Era of Immigration Enforcement \$75 Quantity: _____

Guest Name(s): _____

PAYMENT METHOD : Payment or P.O. must accompany registration form in order to be registered.

Total Amount Due: \$ _____

Check/Money Order (payable to Valencia College) EIN#59-1216316 Check#: _____ P.O.# : _____

Credit Card (Please check one):

VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Credit Card Number: _____ Expiration Date: _____

I authorize Valencia College to charge \$ _____ to my credit card account.

Cardholder's Name (please print) : _____

Signature: _____ Date: _____

For Office Use Only: Index# 361150 Account# 463300

Check#: _____ Amount: _____ Date Received: _____

Receipt#: _____ Credit Card Auth #: _____ Initials: _____

COMPLIMENTARY DOWNLOADABLE CONFERENCE SESSIONS:

Downloadable MP3 audio files of all recorded presentations, along with each presenter's hand-out materials, is included with your conference registration fee and will be provided post-conference to all paid registrants.

REGISTRATION INFORMATION:

Regular conference registration includes all conference materials, general and concurrent sessions, meal functions, welcome reception, and downloadable MP3 audio files of all recorded presentations. Early Bird registration is available on or before **Friday, December 9, 2011**. If you have not received a registration confirmation by Thursday, January 12, 2012, please call the Office for Organizational Communication & Development at 407-582-8232 to verify your registration. Conference registrations will be accepted through Wednesday, January 25, 2012. After that date, attendees must register on-site, pending space availability.

Register online at www.valenciacollege.edu/communitycollegelaw with credit card payment or via fax to: Valencia College, Office for Organizational Communication & Development, 407-582-8270.

Mail registration forms and payment to:

Valencia College
Office for Organizational Communication & Development
RE: Legal Conference 2012
8600 Valencia College Lane (MC: 3-36)
Orlando, FL 32825

CANCELLATION/REFUND POLICY:

Full refunds will be given to any registrant who submits a **letter of cancellation** to meetingplanning@valenciacollege.edu that is received by **January 6, 2012**. No refunds will be granted after that date and "no shows" will not be refunded; however, a substitute attendee is permitted. "No shows" registered by purchase order will be invoiced for applicable conference fees.

HOTEL ACCOMMODATIONS:

This year's conference is being held at the Gaylord Palms Resort and Convention Center in Orlando/Kissimmee, Florida. Valencia has secured an exceptionally good rate for conference attendees:

Room Type	Fee
Single/Double:	\$159.00

A daily parking fee and \$15.00 resort fee, plus applicable tax, will be added to the guest room rate.

The resort fee entitles you to wired and wireless high-speed internet access, fitness center access, designated complimentary in-room beverages, local shuttle service, daily newspaper, local and toll free 800 telephone calls (20 minutes per call).

Room reservations may be secured by calling the Gaylord Palms Resort and Convention Center at (407) 586-2000 and referencing "Valencia College" or "Legal Issues Conference" when making reservations. The special conference rate is available through **January 6, 2012**. After this date, reservations will be accepted on a space-available basis at the prevailing rate.