



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: _____

Community College/Organization: _____

Business Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____

Email: _____



CONFERENCE REGISTRATION FEES: **On/Before 12/02/2010** **After 12/02/2010**

Full-Conference Registration	<input type="checkbox"/> \$495	<input type="checkbox"/> \$545
FACC Members Registration	<input type="checkbox"/> \$445	<input type="checkbox"/> \$495
Valencia Faculty & Staff	<input type="checkbox"/> \$385	<input type="checkbox"/> \$385



Are you planning to attend the Welcome Reception, Sunday, January 30, 2011 (6:00pm - 8:00pm)? **(This event is included with your registration).** Yes No

As part of our green initiative, we are providing all registrants with the opportunity to "opt-out" from receiving a conference tote bag. Please indicate here if you would like a tote bag. 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 Conference Management Office at 407-582-8234 Please notify us of your needs 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, plated breakfast on Tuesday, and refreshment breaks throughout the conference.

Total Amount Due: \$ _____

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

Check/Money Order (payable to Valencia Community 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 Community College to charge \$ _____ to my credit card account.

Cardholder's Name *(please print)* : _____

Signature: _____ Date: _____

For Office Use Only: Index# 361140 Account# 463300

Check#: _____ Amount: _____ Date Received: _____

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



Complimentary Full-Conference CD-ROM

New this year! The comprehensive full-conference CD-ROM which contains an audio recording of all concurrent and general sessions and each presenter's hand-out materials provided at the live session is included with your full-conference registration fee. Please allow 4-6 weeks from the conclusion of the conference for delivery.

REGISTRATION INFORMATION:

Full-conference registration includes all conference materials, general and concurrent sessions, meal functions, welcome reception, and conference CD-ROM. Early Bird registration is available on or before **Thursday, December 2, 2010**. If you have not received a registration confirmation by Monday, January 17, 2011, please call the Conference Management Office at 407-582-8234 to verify your registration. Conference registrations will be accepted through Tuesday, January 25, 2011. After that date, attendees must register on-site, pending space availability.

Register online at www.valenciacc.edu/communitycollegelaw with credit card payment or via fax to: Valencia Community College, Conference Management 407-582-8270.

Mail registration forms and payment to:

Valencia Community College
RE: Legal Conference 2011
MC: 3-36
8600 Valencia College Lane
Orlando, FL 32825

CANCELLATION/REFUND POLICY:

Full refunds will be given to any registrant who submits a **letter of cancellation** to meetingplanning@valenciacc.edu that is received by **Tuesday, January 4, 2011**.

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

Resort Fee: \$15.00 plus applicable tax will be added to the guest room rate.

The hotel services 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 Community College" or "Legal Issues Conference" when making reservations. The special conference rate is available through **January 7, 2011**. After this date, reservations will be accepted on a space-available basis at the prevailing rate.