

# Virginia County Board Chairpersons' Institute

February 9-11, 2012  
Richmond Marriott



**Lodging:** The room rates are \$114 for a room. To reserve a hotel room, call 1-800-228-9290 by Jan. 13, 2012, with the following code: **VMDVMDA**.

**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 Jan. 13, 2012.** 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 Jan. 13, 2012. However, substitutions are accepted at any time. For more information, call VACo at 804-788-6652.

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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 Jan. 13, 2012:  
1207 E. Main St., Suite 300, Richmond VA 23219-3627.  
Credit card payments may be faxed to 804-788-0083.**