

Virginia County Board Chairpersons' Institute

February 6-7, 2015

Richmond Marriott

500 East Broad Street, Richmond, VA 23219



Lodging: Officials who need to stay overnight at the Marriott can get a special room rate of \$113. For reservations, call 1.800.228.9290 **by January 26, 2015** with the following code: [VACo Legislative Day](#).

Enrollment: Institute enrollment will be limited to about 25 participants.

Institute fees: The cost is \$295 per person. 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 \$295 fee, made payable to VACo. [Click here for online registration](#). **The registration deadline is January 26, 2015.** 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 January 26, 2015. However, substitutions are accepted at any time. For more information, call VACo at 804.788.6652.

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 January 26, 2015:
1207 East Main Street, Suite 300, Richmond VA 23219-3627.
Credit card payments may be faxed to 804.788.0083.**