

REGISTRATION FORM

You can also register online at www.vaco.org.

➔ Click here for preliminary agenda.

#VACoChairs
#VACoEducation



Virginia County Board Chairpersons' Institute February 3-4, 2017

Virginia Association of Counties offers the County Board Chairpersons' Institute to Board Chairs and Vice Chairs to focus on the specific roles of those positions, including meeting management, internal and external communications, work relationships, leadership, and goal setting. Overview of county government and the work of county supervisors are also covered. New and incumbent County Board Chairs and Chief County Administrative Officers will come away with information they need to guide their Board through their leadership cycle.

STEP 1 REGISTRANT INFORMATION — ONLY ONE REGISTRANT PER FORM. PLEASE TYPE OR PRINT CLEARLY.

NAME		
JOB TITLE	ORGANIZATION	
MAILING ADDRESS		
CITY	STATE	ZIP
PHONE	EMAIL	
EMERGENCY CONTACT	RELATIONSHIP TO SELF	EMERGENCY CONTACT NUMBER

STEP 2 DATE

**Friday & Saturday
February 3-4, 2017**

Special Dietary Request

- ☐ Vegetarian
☐ Other _____

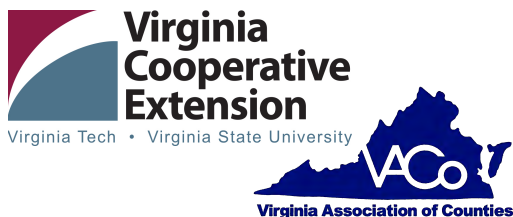
Location

Omni Richmond Hotel
100 South 12th Street
Richmond, VA 23219



DIRECTIONS

Sponsors



Hotel Reservations



Click here for VACo rate of \$131 or call 804.344.7000 and use code VACo County Government Day. Deadline is 5 pm January 18, 2017.



Photo/Video Policy

By registering for this VACo event, you acknowledge and agree to grant Virginia Association of Counties the right to record, film and photograph your likeness in its media, marketing, promotional and educational efforts. You also acknowledge and agree to grant Virginia Association of Counties the right to include your contact information on an event attendee list made available to other event attendees and sponsors.

STEP 3 FEES

\$295 per Institute participant

Guest Fee 1: \$50 - Friday Reception/Dinner ONLY

Guest Fee 2: \$150 - covers meals, breaks & Friday Reception/Dinner

GUEST NAME: _____

TOTAL FEE: _____

STEP 4 PAYMENT INFORMATION

☐ CHECK PAYABLE TO **VACo** or complete credit card information below.

Credit Card Number _____ Expiration: Month/Year (MM/YY) _____

Name on Credit Card (please print) _____

Signature _____

Email address for credit card receipt _____

- ☐ MasterCard
☐ VISA
☐ AMEX
☐ Discover Card

STEP 5 SUBMIT COMPLETED FORM

For your protection and to keep in compliance with the Payment Card Industry Security guidelines, VACo cannot accept or process credit card information provided via email. Please fax or mail your registration form with your payment information to the address or FAX number listed below.

MAIL: Virginia Association of Counties
1207 E. Main Street, Suite 300
Richmond, VA 23219



Contact VACo if you have a disability requiring special provisions or services.

FAX: 804.788.0083

Questions? Call VACo 804.788.6652

Deadlines and Refund Information

Please return completed form to VACo by January 11, 2017.

REFUND POLICY: Requests for registration refunds are honored if received by January 11, 2017 Substitutions can be accepted at no additional cost.