

# VACo County Board Chairpersons' Institute

## February 9-10, 2018

at VACo Training Center

1207 East Main Street | Richmond, VA 23219



**The Institute:** Virginia Association of Counties offers the County Board Chairpersons' Institute to Board Chairs to focus on the specific roles of that position, including meeting management, internal and external communications, work relationships, leadership, and goal setting. An overview of county government and the work of county supervisors is also covered.

**Who should attend:** New and incumbent County Board Chairs and their chief county administrative officers will come away with information they need to guide their Board through their leadership cycle.

**Enrollment:** Will be limited to about 25 participants.

**Conference Registration Details:** The registration fee for County Officials is \$295, which covers conference materials, Friday lunch and dinner and Saturday breakfast. Spouses and guests (non-County Officials) who attend may register for \$150, which covers meals. To register, mail or fax this form along with a check or charge authorization to VACo, 1207 East Main Street, Suite 300, Richmond, VA 23219.

**Hotel Reservation Details:** Lodging costs are not covered in either registration fee. Lodging is available at the Omni Richmond Hotel, 100 S. 12<sup>th</sup> Street, Richmond, VA 23219. Room rates are \$139. To reserve a hotel room, call 804.344.7000 by January 19, 2018 with this code: **VACo County Government Day** or reserve a room at this [Omni Richmond Hotel link](#).

**Refund Policy:** Requests for registration refunds are honored if received by **January 19, 2018**. However, substitutions are accepted at any time. For more information, call VACo at 804.788.6652.

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**Please return to VACo with payment by January 19, 2018:  
1207 East Main Street, Suite 300, Richmond VA 23219-3627.  
Credit card payments may be faxed to 804.788.0083.**