

VACo County Board Chairpersons' Institute

February 1-2, 2019

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 Vice Chairs will come away with information they need to guide their Board through their leadership cycle.

Enrollment: Will be limited to 20 participants.

Conference Registration Details: The registration fee for County Officials is \$295, which covers conference materials, Friday lunch and dinner and Saturday breakfast. The fee for spouses and guests (non-County Officials) who wish to attend the Dinner/ Reception is \$50. 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. FAX: 804.788.0083

Hotel Reservation Details: Lodging costs are not covered in the registration fee; however, lodging is available at the Omni Richmond Hotel located at 100 S. 12th Street, Richmond, VA 23219. Room rates begin at \$147 (single). Reserve your room by calling 804.344.7000 by with the following code: **VACo County Government Day** or reserve a room online by clicking [here](#).

Room reservations at the Omni Richmond Hotel must be made by **January 11, 2019**.

Refund Policy: Requests for registration refunds are honored if received by **January 18, 2019**. However, substitutions are accepted at any time. For more information, call VACo at 804.788.6652.

Name _____

County _____ Phone _____ E-mail _____

Mailing Address _____

Guest Name (Dinner/Reception) _____ (Add \$50)

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 18, 2019:
1207 East Main Street, Suite 300, Richmond VA 23219-3627.
Credit card payments may be faxed to 804.788.0083.**

