

# VACo County Board Chairpersons' Institute

## February 7-8, 2020

at VACo Training Center

1207 East Main Street | Richmond, VA 23219



**The Institute:** VACo's annual Chairpersons' Institute offers County Board Chairs and Vice Chairs an educational experience carefully tailored to meet the needs of community leaders. Throughout the Institute, county officials will study practical strategies in critical areas like budgeting, communication, and goal setting. If you want to learn more about the structure and functions of county government while enhancing your leadership skills, this is the course for you!

**Who should attend:** New and incumbent County Board Chairs and Vice Chairs.

**Enrollment:** Will be limited to 20 participants.

**Conference Registration Details:** The Institute's \$295 registration fee includes the two day training seminar, training materials, Friday's lunch and dinner, and Saturday's breakfast. Spouses and guests who wish to attend Friday's Dinner & Reception may do so for a \$50 guest registration fee. Register by mailing or faxing 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. Lodging is available at the Omni Richmond Hotel, 100 S. 12th Street, Richmond, VA 23219. Room rates begin at \$147 (single). Reserve your room by calling 804.344.7000 with the following code: **Local Government Legislative Day** or reserve a room [with this link](#).

Room reservations at the Omni Richmond Hotel must be made by **January 17, 2020**.

**Refund Policy:** Requests for registration refunds will be honored if received by **January 27, 2020**. 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 with payment by January 27, 2020:

Virginia Association of Counties

1207 East Main Street, Suite 300

Richmond, VA 23219-3627.

Credit card payments may be faxed to 804.788.0083.

