Registration Instructions and Deadlines

For individuals participating in the Policy Seminar and/or Department of Education Seminar, online registration at coenet.org is strongly encouraged. Online registrants will receive an immediate receipt.

All registrations not completed online must include a credit card payment, check, or purchase order to be accepted.

The registration fee for both seminars includes all conference sessions and materials: The fee for the Seminar on Relations with the U.S. Department of Education includes coffee and rolls in the morning, plus a luncheon.

Special Discount: If you attended last year’s Policy Seminar and bring a newcomer to Policy with you, the newcomer can register for half off of his/her regular registration rate (member or non-member). These registration forms must be submitted by fax at the same time. There is no online registration for this special offer.

If you bring a member of your institution’s Government Relations staff or campus/institutional leadership, their registration for Policy Seminar only is also half off his/her regular registration price. This does not include the Seminar with the Department of Education. Registration for this special discount must be submitted by fax—there is no online registration for this special offer.

IMPORTANT NOTE: This half-price discount does not apply if you are registering for only the Seminar on Relations with the U.S. Department of Education.

TRIO Alumni Leadership Forum: This registration does not include Policy Seminar or the Seminar with the U.S. Department of Education. To register for the Alumni Forum, please visit bit.ly/COEPS2021Alumni. Contact Justis Lopez at justis.lopez@coenet.org for additional information.

Paper Registration: Registrations not completed online must be postmarked or faxed with purchase order, check, or credit card payment by Monday, March 1, 2021 to receive the pre-registration discount. For questions about registration and payment, please contact COE’s business and finance department via email to finance@coenet.org or phone at (202) 347-7430.

Refund Policy: Registration fees paid in advance are refundable (less processing fee of $250) if written notice of cancellation is received/faxed on or before January 31, 2021. No refund requests will be accepted after this date. All refunds will be made after the seminars. Return by mail or fax to: Council for Opportunity in Education; P.O. Box 742282; Atlanta, GA 30374; FAX: (202) 628-3726

Important Dates

Deadline for Early Bird Discount | January 31, 2021
Deadline to Register for Alumni Forum | Friday, March 19, 2021
TRIO Alumni Leadership Forum | Saturday, March 20, 2021
Seminar on Relations with the U.S. Department of Education | Monday, March 22, 2021
Policy Seminar | Tuesday and Wednesday, March 23-24, 2021
Registration Form

Early Bird Discount Registration
Postmarked or faxed by January 31, 2021.
Policy Seminar and Relations with the Department
___ $595 Members ___ $745 Non-Members
Policy Seminar ONLY
___ $445 Members & Non-Members
Relations with the Department ONLY
___ $450 Members ___ $670 Non-Members
Retiree Rate
___ $200 Policy Seminar ONLY

Full Price Registration
Postmarked or faxed after January 31, 2021.
Policy Seminar and Relations with the Department
___ $700 Members ___ $850 Non-Members
Policy Seminar ONLY
___ $495 Members & Non-Members
Relations with the Department ONLY
___ $600 Members ___ $725 Non-Members
TRIO Alumni Rate*
___ $200 Policy Seminar ONLY
*Alumni rates are available to TRIO alumni who are not currently employed by a TRIO program. Complete one form for each alumnus.

Contact Information

For TRIO Professionals
Name: ________________________ Project Affiliation: _______________________________________
Title: ________________________ Institution: ___________________________
Institution’s Congressional District
State: _____ District: ________
Mailing Address (No P.O. boxes please)
Street Address: __________________________________________________________
City: ________________________ State: _______________ Zip: ______________
Phone: _____________________ E-mail: ____________________________

For TRIO Alumni (Non-TRIO employees)
Name: ________________________ E-mail (work): ____________________________
TRIO Project and Institution Graduated From: ___________________________
Current Employer: ________________________ Job Title: ________________________
Work Address: _______________________________________________________
City: ________________________ State: _______________ Zip: ______________
Work Phone: __________________ Personal E-mail: ______________________

For All Registrants
How many Policy Seminars have you attended in the past? ___
Do you currently work for a Federal TRIO Program? (Y/N) ___
Are you a current/former participant in COE’s Executive Leadership Institute? (Y/N) ___

Payment Information
Charge my American Express, Master Card, Visa, or Discover (Please circle one).
Card No. ________________________ Security Code: ______________
Expiration Date: ______________

Submission Instructions: To register, email this completed form to finance@coenet.org or submit it via fax at (202) 628-3726. Save time and register online at coenet.org.