

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

Save time and register online at coenet.org.



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

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).

Name on Card _____

Card No. _____

Expiration Date: _____ Security Code: _____

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.

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.

