

## Policy Seminar Registration Instructions and Deadlines

For individuals participating in Policy Seminar, **online registration at [coenet.org](https://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 fees include 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. The fee for Leadership Summit includes brunch.

**Special Discounts:** If you attended last year's Legislative Conference and bring a newcomer this year with you, the newcomer can register for half of their regular registration rate (member or non-member). These registration forms **must** be submitted by fax at the same time. **There is no online registration option for this special offer.**

**IMPORTANT NOTE:** This half-price discount **only** applies if you register for Legislative Conference only. If you register for both the Legislative Conference and the Seminar on Relations with the U.S. Department of Education, then the half-price discount will **only be applied to the Legislative Conference portion.**

If you bring a member of your institution's Government Relations staff or campus/institutional

leadership, their registration for Legislative Conference only is also half off their 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 **only** applies if you register for Legislative Conference only. If you register for both the Legislative Conference and the Seminar on Relations with the U.S. Department of Education, then the half-price discount will **only be applied to the Legislative Conference portion.**

**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 **February 28, 2022**. 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, 2022

Deadline for Hotel Room Block | February 25, 2022 (or at capacity)

Deadline to Convert Attendance Type (Virtual/In-Person) | February 25, 2022

Leadership Summit | Sunday, March 20, 2022

Seminar on Relations with the U.S. Department of Education | Monday, March 21, 2022

Legislative Conference | Tuesday and Wednesday, March 22-23, 2022



## Policy Seminar Registration Form

### Early Bird Discount Registration

Postmarked or faxed on or before **January 31, 2022**.

#### Policy Seminar: Both ED + Leg. Conf.

\_\_\_\$620 Members \_\_\_\$770 Non-Members

\_\_\_+\$150 Leadership Summit

#### Policy Seminar: Leg. Conf. ONLY

\_\_\_\$445 Members & Non-Members

\_\_\_+\$150 Leadership Summit

#### Policy Seminar: Relations with ED ONLY

\_\_\_\$475 Members \_\_\_\$695 Non-Members

\_\_\_+\$150 Leadership Summit

#### Retiree Rate

\_\_\_\$200 Policy Seminar: Leg. Conf. ONLY

### Full Price Registration

Postmarked or faxed *after* **January 31, 2022**.

#### Policy Seminar: Both ED + Leg. Conf.

\_\_\_\$725 Members \_\_\_\$875 Non-Members

\_\_\_+\$200 Leadership Summit

#### Policy Seminar: Legislative Conf. ONLY

\_\_\_\$495 Members & Non-Members

\_\_\_+\$200 Leadership Summit

#### Policy Seminar: Relations with ED ONLY

\_\_\_\$625 Members \_\_\_\$750 Non-Members

\_\_\_+\$200 Leadership Summit

#### TRIO Alumni Rate\*

\_\_\_\$200 Policy Seminar: Legislative Conf.

**ONLY** \*Alumni rates are available to TRIO alumni who are not currently employed by a TRIO program.

## Contact Information

### FOR TRIO PROFESSIONALS

Name: \_\_\_\_\_ Project Affiliation: \_\_\_\_\_

Title: \_\_\_\_\_ Institution: \_\_\_\_\_

#### Institution's Mailing Address (No P.O. boxes please)

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

#### Home Address for Congressional district lookup. (No P.O. boxes please)

Street Address Line 1: \_\_\_\_\_

Street Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Personal Phone: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

### FOR TRIO ALUMNI (NOT EMPLOYED BY TRIO)

Name: \_\_\_\_\_ E-mail (work): \_\_\_\_\_

TRIO Project and Institution Graduated From: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Work Address Line 1: \_\_\_\_\_

Work Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

### FOR ALL REGISTRANTS

Will you participate virtually or in person? Virtually \_\_\_  
In-Person \_\_\_

How many Policy Seminars have you attended? \_\_\_

Do you require special accommodations? \_\_\_

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. \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

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