

Policy Seminar Registration Instructions and Deadlines

For individuals participating in Policy 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 fees include all conference sessions and materials. The cost for the Seminar on Relations with the U.S. Department of Education provides coffee and rolls in the morning, plus a luncheon. The price for Leadership Summit includes brunch.

Special Discounts: If you attended last year's Legislative Conference and bring a newcomer this year, the newcomer can register for half 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 applies only if you register for Legislative Conference. Suppose you register for the Legislative Conference and the Seminar on Relations with the U.S. Department of Education. In that case, 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 the Legislative Conference only is also half of 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 applies only if you register for Legislative Conference. Suppose you register for the Legislative Conference and the Seminar on Relations with the U.S. Department of Education. In that case, the half-price discount will **only be applied to the Legislative Conference portion**.

Refund Policy: Registration fees paid in advance are refundable (less the processing fee of \$250) if written notice of cancellation is received/faxed on or before **Tuesday, February 28, 2023**. Refund requests will only be accepted before 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 Hotel Room Block | **Saturday, February 25** (or at capacity)
Leadership Summit | **Sunday, March 19**
Seminar on Relations with the Education Department | **Monday, March 20**
Legislative Conference | **Tuesday and Wednesday, March 20-22**



Policy Seminar Registration Form

Full Price Registration

Postmarked or faxed *after* **February 3, 2023**.

FOR ALL REGISTRANTS

Will you participate virtually or in person?

Virtually (ED ONLY) _____ In-Person _____

How many Seminars have you attended? _____

____ Check here if you currently work for a Federal TRIO Program.

____ Check here if you are a current/former participant in COE's Executive Leadership Institute.

____ Check here if you are 10 for ten eligible.

____ Check here if you have special needs, food allergies, require disability accommodation, or vegan, vegetarian, or gluten-free meals. (COE will contact you.)

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: _____

PAYMENT INFORMATION

Charge my _____ American Express, _____ Master Card, _____ Visa, or _____ Discover card (Please check one).

Name on Card: _____

Card No. _____

Expiration Date: _____ Security Code: _____

Policy Seminar: 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 for TRIO alumni not currently employed by a TRIO program. Register by form only.

Retiree Rate*

____ \$200 Policy Seminar: Legislative Conf.

ONLY *Register by form only.

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.