

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 the 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 email 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 email—**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 on or before **Thursday, February 29, 2024**. Refund requests will only be accepted before this date. All refunds will be made after the seminar ends. Return by mail to Council for Opportunity in Education, P.O. Box 742282, Atlanta, GA 30374, or by email to finance@coenet.org.

Important Dates

Deadline for Early Registration | **Friday, February 9, 2024**

Deadline for Hotel Room Block | **Monday, February 12, 2024** (or at capacity)

Leadership Summit | **Sunday, March 17, 2024**

Seminar on Relations with the Education Department | **Monday, March 18, 2024**

Legislative Conference | **Tuesday and Wednesday, March 19-20, 2024**



MARCH 17-20 | #COEPS2024

Policy Seminar Registration Form

Regular Registration

Postmarked or *after* **February 9, 2024**

FOR ALL REGISTRANTS

How many Seminars have you attended? ____

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

____ Check here if you are an alumnus of a Federal TRIO Program.

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

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

Policy Seminar: ED + Leg. Conf.

____ \$775 Members ____ \$925 Non-

Members ____ +\$250 **Leadership Summit**

Policy Seminar: Legislative Conf. ONLY

____ \$495 Members & Non-Members

____ +\$250 **Leadership Summit**

Policy Seminar: Relations with ED ONLY

____ \$675 Members ____ \$800 Non-Members

____ +\$250 **Leadership Summit**

Retiree Rate*

____ \$200 Policy Seminar: Legislative Conf.

ONLY *Register by form only.

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: _____

PAYMENT INFORMATION

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

Name on Card: _____

Card No. _____

Expiration Date: _____ Security Code: _____

Submission Instructions: To register, email this completed form to finance@coenet.org.
Save time and register online at coenet.org.