



2018 ANNUAL MEETING REGISTRATION FORM

EACUBO will assign the lowest possible rate based on your membership status and category. Membership must be valid at the time of registration and not expire prior to the event. To confirm your organization's membership status, contact Member Services at 202.861.2595 or info@eacubo.org.

Fee Type	Early Bird (thru 9/ 16)	Regular (9/17 – 10/20)	Onsite (10/ 21 – 10/ 24)
Higher Ed Institution / Associate / Affiliate	\$625 / 850	\$725 / 950	\$825 / \$1,050
Corporate/Business Partner	\$875 /\$1,070	\$875 /\$1,070	\$875 /\$1,070
One Day	\$425 / \$550	\$525 / \$650	\$525 / \$650
Guest/Spouse	\$200	\$200	\$200

Registrant Information

Name _____ Title _____

Organization _____

Street Address _____

City/State/Zip _____

Phone _____ Email _____

Emergency Contact Name/Number _____

Dietary Restrictions/Requests _____

Do you require special assistance? _____

Guest Information

Registration Fee: \$200 | Note: The guest registration can only be purchased for individuals that are **NOT** in the industry (example: spouse, family member, etc).

Guest's Full Name _____

Dietary Restrictions/Requests _____

Do you require special assistance? _____

A-La-Carte Tickets

Events listed below are included in your full conference registration. Complete the below **ONLY** if you need additional tickets for guests that are **not registered**. Tickets can only be purchased for individuals that are NOT in the industry (example: spouse, family, member, etc.)

Welcome Reception (Sunday, October 21)	\$75
Happy Hour in the Exhibit Hall (Monday, October 22)	\$75
Networking Reception (Tuesday, October 23)	\$75

Payment Information

Check for \$_____

Make checks payable to: **EACUBO**

1110 Vermont Avenue NW, Suite 800, Washington, DC 20005

Credit card charged for \$_____

We authorize EACUBO to charge the following credit card:

Name on Credit Card: _____

Card Number: _____

Exp. Date: _____ Security Code: _____ Signature: _____

Registration Policies:

Name Badges: Attendees are required to wear their name badges at all conference events. Badge sharing, splitting, and reprints are strictly prohibited.

Cancellation Policy: Cancellation notices must be received in by email (info@eacuob.org). Registration cancellations will receive a full (100%) refund up to September 21, 2018, a 50% refund up to October 7, 2018, no refund after October 7, 2018.

Substitution Policy: Registrants unable to attend a program may send another individual from their institution/organization in their place. Substitutions must be received in writing from the registrant(s) via e-mail to info@eacubo.org. If the substitution request is submitted by someone other than the registrant(s), the request must be submitted via e-mail only, and the registrant(s) must be copied on the e-mail.

No Show Policy: Individuals registered have reserved a space in the program. Registrants who do not attend will be charged the full registration fee and will not be eligible to receive a refund.

Code of Conduct: All attendees of the EACUBO 2018 Annual Meeting agree to comply with all rules and conditions of the meeting, including all rules in the program, all rules in correspondence regarding the Annual Meeting, and all rules that are posted onsite at the meeting.

Exception Requests: All requests for exceptions to the cancellation/refund policy must be submitted in writing by the registrant with appropriate documentation no later than October 24, 2018. After that time, no refund considerations will be made.

Contact

Eastern Association of College and University Business Officers (EACUBO)

1110 Vermont Ave, NW, Suite 800, Washington, DC 20005

202.861.2595 (phone)

202.354.4980 (fax)

www.eacubo.org

info@eacubo.org