



**2012 Advanced Institute for Managers**  
**March 4-7, 2012**  
Registration Deadline: February 24, 2012

Print and complete this registration form and mail or fax it to the NACAS office at the address/number below.

\$795            Members of NACAS or CCBO  
\$995            Nonmembers of NACAS or CCBO

Full Name \_\_\_\_\_

Preferred Name on Name Badge \_\_\_\_\_

Title \_\_\_\_\_ Institution/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Emergency Contact Info**

Please provide the name, their relationship to you and telephone number of person to be contacted in case of an emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone #: \_\_\_\_\_

Special assistance/diet required?  yes  no    If yes, please specify or attach letter:

\_\_\_\_\_

**Registration Policy**

If you must cancel your registration, please notify the National Office in writing five (5) business days before the start of the program. A processing fee of \$100 will be deducted from your total registration refund. If cancellation occurs less than five (5) days prior to the program, no refunds will be given. Checks or purchase orders should be made payable to NACAS. If NACAS must cancel the workshop for any reason, a full refund of your registration fee will be made to you. NACAS will not reimburse registrants for non-refundable airline tickets.

**Registration Team**

NACAS  
PO Box 5546  
Charlottesville, VA 22905-5546  
434-245-8425 / Fax 434-245-8453  
[Marcia@nacas.org](mailto:Marcia@nacas.org)

**Payment Method**

Registration fee \$ \_\_\_\_\_  
Purchase Order # \_\_\_\_\_  
 Check     Visa     MC     AMEX  
Card Number \_\_\_\_\_  
Exp. Date \_\_\_\_\_  
Cardholder's Signature \_\_\_\_\_