



# Departmental Research Administration Workshop

## Registration Form *for payment via check*

NCURA limits the number of attendees for the Departmental Research Administration Workshop to ensure an interactive learning experience for our attendees. Therefore, please do not make travel arrangements until you have received a confirmation from NCURA that you have been registered. Thank you!

Name \_\_\_\_\_

Institution \_\_\_\_\_

Title (please include college/center/department office) \_\_\_\_\_

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_ Web Address \_\_\_\_\_

I have a disability that requires the following services: \_\_\_\_\_

In case of emergency please contact: \_\_\_\_\_

**SPECIAL MEAL REQUESTS:**  I would like a vegetarian meal  I would like a kosher meal

### WORKSHOP DATE AND LOCATION

June 16-18, 2010 | Savannah, GA

### FEES

NCURA Member Rate: \$ 570

Non-member Rate: \$ 685

OPTIONAL: Become an NCURA Member now and pay the member rate! DUES: \$ 155

Total Due: \$ \_\_\_\_\_

### PAYMENT INFORMATION

Please complete this form and mail it, along with your check made payable to NCURA to:  
NCURA, 1225 19th Street, NW, Suite 850, Washington, DC 20036

Credit Card payments accepted exclusively online. If you would like to pay by credit card, please visit <http://www.ncura.edu>. Credit card payments will not be accepted via fax or mail.

**Refund Policy:** Refunds of the registration fee, less a \$50 administrative charge, will be honored if a written request is received no later than five business days prior to the opening day of the workshop for which you are enrolled. Please note that requests must be in writing; the written request cannot be in the form of an e-mail, phone call or fax. AFTER THAT DATE NO REFUNDS WILL BE MADE. Registrations may be transferred to a different location per written request no later than five business days prior to the original workshop selected. The transfer fee for switching from one session location to another is \$50.