



REGISTRATION FORM
2011 MACAE Fall Conference
Radisson Hotel
Lansing, Michigan
October 19-21, 2011

First Name _____ Last Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ FAX _____

Email _____ Your receipt will be sent to this address

Select Registration Option

Member* \$ 339.00 _____
Full Registration BEFORE September 30, 2011 **Wednesday-Friday**
 Non-Member \$ 389.00 _____

Member* \$ 369.00 _____
Full Registration AFTER September 30, 2011 **Wednesday-Friday**
 Non-Member \$ 409.00 _____

Member* \$ 399.00 _____
Full Registration including GED Examiner Training
BEFORE September 30, 2011 **Wednesday-Friday**
 Non-Member \$ 419.00 _____

Member* \$ 409.00 _____
Full Registration including GED Examiner Training
After September 30, 2011 **Wednesday-Friday**
 Non-Member \$ 429.00 _____

ONE DAY REGISTRATION:

Wednesday, October 19th Includes: Lunch and Pre Dinner Reception \$ 149.00 _____

Thursday, October 20th Includes: Breakfast and Lunch \$ 174.00 _____

Friday, October 21st GED Examiner Training Fee Includes: Breakfast & Lunch \$ 134.00 _____

Check or PO Number _____ Registration Fee: \$ _____

Credit Card Number _____ 3 Digit Security Code _____

Name on Credit Card _____

Billing Address on Credit Card _____

***In order to take advantage of the member rates when registering, it is necessary that you attach your membership renewal to this registration form unless you have sent it in previously. (over)**

Please return completed registration form and payment to:

MACAE

826 Municipal Way Lansing, MI 48917

or FAX to: 517 492-1368

Meal Preference

- I prefer vegetarian meals
- I require Kosher meals
- I have the following food allergy: _____

We regret that meal preferences cannot be guaranteed for participants registering after October 5, 2011.

Cancellation Policy

No cancellation refunds after September 30, 2011. However, another staff member may take your place with the provision of appropriate documentation. NOTE: Each registration is for one attendee only.

Requests for refunds must be made in writing prior to September 30, 2011. A \$50.00 service charge will be deducted from each refund requested. Refunds will be issued within 30 days following the conference.

Hotel Reservations for the Radisson Hotel Lansing

For reservations, please contact the:

Radisson Hotel
111 N. Grand Ave.
Lansing, MI 48933

Please request the rate for the MACAE Fall Conference when making your reservations.

Online rate code is: **MACAE1**. Our conference rate is \$105.00 per night, per room with up to 4 people per room. Please add an additional 8% sales tax.

Please note that reservations made after September 30th may be charged the regular room rates.

Complementary valet parking is provided to hotel registered guests.

For updates, please visit the MACAE website at: www.macae.org

We look forward to seeing you at this year's Fall Conference!