|  |
| --- |
|  |
| **PSC, West Campus, Room 212** |
| 100 University Parkway, Macon GA 31206 |
| 478-471-2770 |

**REGISTRATION FORM:**

SCIE Fall Meeting

September 20, 2019

REGISTRATION BEGINS AT 8:30 am

**EARLY REGISTRATION:** $35 (PAYMENT POSTMARKED BY Sept 13, 2019) **| LATE REGISTRATION/EVENT DAY** $45 **(**Any registrant who hasn’t paid by Sept 13 will incur an additional convenience charge)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME: | | |  | | | | |
| REPRESENTING: | | | | |  | | |
| ADDRESS: | |  | | | | | |
| PHONE: |  | | | | | EMAIL: |  |
| DIET RESTRICTION: | | | |  | | | |

**INDICATE YOUR REGISTRATION METHOD:**

**MAIL** Complete this form and return with a check for $35. Make check payable to: Middle Georgia State University, Attn: Hatcher Conference Center, 100 University Parkway, Macon GA 31206

**ONLINE** Visit <https://eventpro.mga.edu/EventProConnect/Default.aspx> and use the password **BOR.** Fill out registration info online & complete payment. A digital receipt will be sent to you within 72 hours. Online registrations that don’t include a payment will be void.

**ACH** Please make sure remittance indicates event date, event name & attendee last name. Accompanying registration form should be emailed to Katie.Roberts1@mga.edu.

\*\*\* YOU MUST PRE-REGISTER\*\*\* REGISTRATION PAYMENT DEADLINE IS: September 13, 2019

* REGISTRATIONS RECEIVED AFTER Sept 18, 2019 WILL NOT BE GUARANTEED FOOD OR EVENT ATTENDANCE.
* REGISTRATION IS NOT COMPLETE WITHOUT PAYMENT.
* IF YOU ARE UNSURE HOW YOUR INSTITUTION IS PAYING, PLEASE SEND YOUR FORM AND NOTIFY US PAYMENT HAS BEEN REQUESTED. WE WILL NOTIFY YOU WHEN PAYMENT IS RECEIVED.
* IF UPON ARRIVAL PAYMENT HAS NOT BEEN RECEIVED, BE PREPARED TO PAY A LATE REGISTRATION FEE.
* CANCELLATIONS MADE LESS THAN FIVE (5) BUSINESS DAYS BEFORE EVENT WILL NOT BE REFUNDED.
* ATTENDEE MAY BE SUBSTITUTED BY ANOTHER ATTENDEE FROM THE SAME INSTITUTION FOR THE SAME MEETING AT ANY TIME.
* DIETARY NEEDS SHOULD BE COMMUNICATED IN ADVANCE. DAY OF REGISTRANTS ARE NOT GUARANTEED DIETARY ACCOMODATIONS.

**PLEASE CALL 478-471-2770 IF YOU HAVE ANY QUESTIONS.**