



An Association of Federally  
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The Conference Center at the Maritime Institute  
692 Maritime Blvd. Linthicum Heights, MD 21090  
(866)-629-3196 [www.ccmiit.org](http://www.ccmiit.org)

**Registration Information – Please type information**

First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last Name \_\_\_\_\_  
 Title \_\_\_\_\_ Program Affiliation \_\_\_\_\_  
 Institution/ Agency \_\_\_\_\_ E-mail \_\_\_\_\_  
 Office Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
 Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

**MECEO Conference Information**

Have you attended a MECEO Conference before?  Yes  No  
 Are you a current MECEO Member?  Yes  No  
 Are special meal accommodations needed?  Yes  No  
 If yes, please describe: \_\_\_\_\_



**Must respond by October 12, 2011**

Are special accommodations needed due to disability?  Yes  No  
 If yes, please describe: \_\_\_\_\_

**Must respond by October 12, 2011**

**MECEO Conference Registration Fees**

<i>Early Bird Registration Deadline: 10/12/2011</i>	MECEO Member	Non-Member	Conference Hotel Rates
<input type="checkbox"/> Full Conference Registration (2 days: 8am-5pm approx.)	\$175	\$250	<b>Standard Room</b> \$135.00/ night
<input type="checkbox"/> Group Rate Registration – 3 or more people (Registrants must work in the same program at same institution and forms must be submitted together)	\$150/ person		<b>Rooms include</b> Breakfast & dinner Free Parking Use of pool/fitness center/ game room Shuttle Service to BWI/ BWI Amtrak

**On-Site / Late Registration:** (Postmarked after October 12, 2011)

<input type="checkbox"/> Full Conference Registration (2 days: 8am-5pm approx.)	\$275	\$350
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Hotel reservations must be made directly with The Conference Center at the Maritime Institute online at [www.ccmiit.org](http://www.ccmiit.org) or by calling (866)-629-3196. Use conference code: MECEO

- Hotel reservations are accepted up until day of conference (based on availability.)
- State and local tax will be applied to the room rate. State tax can be waived by providing the hotel with your institution's tax-exempt certificate; fax your institution's tax-exempt certificate to the The Conference Center at the Maritime Institute when you make your reservation. **The county tax of 7% cannot be waived. MECEO Federal ID# 52-2114676**

**Payment Method**

Refunds will not be provided; however, registrants who are unable to attend may allow other staff members to attend in their place. In order to take advantage of the Early-Bird Fee, the registration form(s) and method of payment must be received by or postmarked on the deadline.

<b>Send checks and form to:</b> Attention: Tracee Matthias Montgomery College - EOC 7600 Takoma Avenue HC 135 Takoma Park, MD 20912  <input type="checkbox"/> Personal Check Check # _____ Amount _____  *Make checks payable to: <b>MECEO</b>	<b>Method of Payment</b>  <input type="checkbox"/> Purchase Order P.O. # _____ Fax purchase order to: (240) 567-5509 ATTN: <b>Tracee Matthias</b> <b>For more information contact Tracee Matthias:</b> (240) 567-5641 Tracee.Matthias@montgomerycollege.edu  Credit Card: <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/> Amer Exp <input type="checkbox"/> Discover Card No. _____ Exp. Date _____ Name on Card: _____ CCV No. _____ Billing Address: _____
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**For Committee Use Only: Membership Confirmed** \_\_\_\_\_

**Invoice Sent:** \_\_\_\_\_

**Registration Postmark Date:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Deposit Amount:** \_\_\_\_\_