



Maryland Executive Council for Educational Opportunities
"EMBRACING CHANGE"
Conference Registration Form

31st Annual
 January 10 – 13, 2010

An Association of Federally
 Funded Programs
 www.meceo.org

Ocean City, MD
Princess Royale Hotel and Conference Center
 9100 Coastal Hwy, Ocean City, MD 21842-2745
 (410) 524-7777
 www.princessroyale.com

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
 Will you bring your own conference bag for a special gift? Yes No
 Are special meal accommodations needed? Yes No
 If yes, please describe: _____

Must respond by December 10, 2009

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



MECEO Conference Registration Fees

<i>Early Bird Registration Deadline: 11/30/09</i>	MECEO Member	Non-Member	Conference Hotel Rates
<input type="checkbox"/> Full Conference Registration	\$300	\$325	Ocean View/ Pool View Suite \$69.00/ night
<input type="checkbox"/> One Day Registration (enter date)	\$175	\$200	
<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)	\$290/ person		Ocean Front Suite: \$99.00/ night
<input type="checkbox"/> <i>General Registration Deadline: 12/10/09</i>	\$350	\$375	

On-Site / Late Registration: (Postmarked after December 10, 2009)

<input type="checkbox"/> Full Conference Registration	\$400	\$425
<input type="checkbox"/> One Day Registration (enter date)	\$200	\$225

- Hotel reservations must be made directly with the Princess Royale by calling (410) 524-7777. Use conference code: MECEO
- To receive the conference hotel rate, reservations must be made by **December 10, 2009**.
 - 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 Princess Royale when you make your reservation. **The local tax of 4.5% 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 and General Registration Fees, **both** the registration form(s) and method of payment must be received by or postmarked on the deadline.

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

