

Conference Registration Form
 California Association of Educational Office Professionals
58th Annual Conference
 March 6-8, 2008 * Ontario Airport Marriott Hotel



Name: _____
 School District: _____ Job Title: _____
 Mailing Address: _____ City/State/Zip: _____
 Daytime Telephone: () _____ FAX: () _____ Affiliate Name: _____
 E-mail Address: _____

Pre-Conference Institute Class Registration (Thursday Only):

- Microsoft Publisher.** Includes full registration costs, materials, instructor fee and box lunch (Thursday only) \$ 99.00 _____

Conference Registration: REGISTRATION DEADLINE IS 02/08/08

Includes full conference registration for Friday and Saturday, all conference materials, and the following meals: Lunch on Friday; Saturday breakfast, lunch and installation banquet.

- CAEOP Member:** Early Bird Registration Received On or Before January 18th \$ 250.00 _____
 CAEOP Member: Registration Received **After** January 18th \$ 275.00 _____
 Retiree Registration: \$ 225.00 _____
 CAEOP Institutional Member District: \$ 285.00 _____
 Non-CAEOP Member: Early Bird Registration Received Before January 18th \$ 300.00 _____
 Non-CAEOP Member: Registration Received **After** January 18th \$ 325.00 _____

Selection of Friday Workshops:

- | | | | |
|--------------------|-------------------------------------------|---------------------------------------------|----------------------------------------------------------|
| 9:30 am — 11:00 am | <input type="checkbox"/> Helpful Hints | <input type="checkbox"/> Business Etiquette | <input type="checkbox"/> CalPERS Retirement Planning |
| 1:15 pm — 2:45 pm | <input type="checkbox"/> Customer Service | <input type="checkbox"/> 1000 Things | <input type="checkbox"/> Advanced Time Management Skills |
| 3:00 pm — 4:30 pm | <input type="checkbox"/> Customer Service | <input type="checkbox"/> 1000 Things | <input type="checkbox"/> Advanced Time Management Skills |

One-Day Conference Registration: (Friday or Saturday Only)

- Friday Only:** Includes registration, materials, and Awards Luncheon \$ 150.00 _____
 Saturday Only: Includes registration, materials, breakfast, lunch and Banquet \$ 150.00 _____

Sub-Total, Registration Fees:

\$ _____

Additional Guest Meals: (Friday or Saturday)

- Friday Awards Luncheon** _____ @ \$ 30.00 _____
 Saturday Breakfast _____ @ \$ 25.00 _____
 Saturday Spirit Luncheon _____ @ \$ 30.00 _____
 Saturday Installation Banquet _____ @ \$ 50.00 _____

Sub-Total, Guest Meals:

\$ _____

Membership Registration:

- New "First-Time" CAEOP Annual Membership**
Special Conference Registration Fee, Save \$10.00 \$ 30.00 _____
 Renewal CAEOP Annual Membership [April 1, 2008 to March 31, 2009]
 Regular (\$40.00) Retiree (\$20.00) _____

TOTAL ENCLOSED: *Please make check or money order payable to: CAEOP* \$ _____
PURCHASE ORDERS NOT ACCEPTED

Is this your first CAEOP Conference? [] YES [] NO
 Are you a CAEOP Member? [] YES [] NO
 Do you have any special dietary needs? [] YES [] NO
 If yes, please specify: _____

If paying by credit card, you may register at:
www.caeop.org/conference_2008.htm

Mail Payment and Conference Registration Form to:
 Sharon Callahan, Conference Registrar
 43830 Tiber Street, Hemet, CA 92544-9193
 951-927-3121 (HOME) scallaha@hemetusd.k12.ca.us

There will be a \$35.00 fee for Bank Returned Checks.
 Cancellations must be in writing. A \$50.00 administration fee will be charged for any registration cancellation with refund. No refunds for cancellations received after February 8, 2008, or "no shows."
 CAEOP reserves the right to make reasonable substitutions in the event of speaker cancellation or conference room adjustments. CAEOP and its officers assume no responsibility for any personal injury or damage to property incurred by a member or guest of said Association while engaged in any Association-sponsored activity. Continuing Education Units may be available for a fee. Check at the registration desk.