

# Conference Registration Form

## 1. CONTACT INFORMATION

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

If you have any special needs, please specify: \_\_\_\_\_

## 2. PRE-CONFERENCE EVENT REGISTRATION

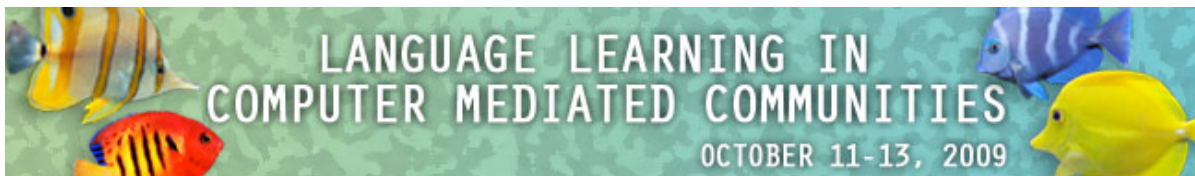


The pre-conference *Cultura: Web-based Intercultural Exchanges* event is **FREE** (regardless of whether you register for the main LLCMC Conference or not). For planning purposes, however, we ask that you **please register for the Cultura event if you plan to attend it.**

\_\_\_\_\_ Yes, I will be attending the Cultura pre-conference event. Please register me.

\_\_\_\_\_ No, I will not be attending the Cultura pre-conference event.

## 3. LLCMC CONFERENCE REGISTRATION



Registration forms postmarked or received by **September 15, 2009** will receive **pre-registration rates** for the LLCMC Conference.

\_\_\_\_\_ Pre-registration (student) - \$40

\_\_\_\_\_ Late/onsite registration (student) - \$60

\_\_\_\_\_ Pre-registration (general) - \$70

\_\_\_\_\_ Late/onsite registration (general) - \$90

\_\_\_\_\_ Apply special kama'aina rate (for local Hawai'i residents only) – 50% off registration rate

*Registration includes evening social event (October 11), shuttle service to and from the conference hotels, and coffee service during the conference.*

#### 4. BOXED LUNCHES (optional)

We are offering a convenient boxed lunch option for those interested. Boxed lunches include choice of beverage. Boxed lunch tickets must be purchased **by September 15, 2009**. (NOTE: Campus eateries will be open during the week but not on the weekend.)

**Please indicate desired number of lunches in the appropriate blank(s):**

October 11 <sup>th</sup> (Sun)	___ Vegetarian (\$10 each)	___ Regular (\$10 each)
October 12 <sup>th</sup> (Mon)	___ Vegetarian (\$10 each)	___ Regular (\$10 each)
October 13 <sup>th</sup> (Tue)	___ Vegetarian (\$10 each)	___ Regular (\$10 each)

#### 5. PAYMENT

**Enter total amount (from Steps 3 & 4): \$ \_\_\_\_\_ (please check your math!)**

**Please include payment in U.S. dollars with your completed registration form.**

Registration will not be processed unless accompanied by full payment. Acceptable forms of payment include checks drawn on U.S. banking institutions, traveler's cheques, and international money orders, made **payable to "RCUH 2379"**. You may also use credit cards (see instructions below). Cash will only be accepted for in-person/on-site registrations.

Send your completed form (both pages) and your payment to the following address. **Pre-registration must be postmarked or received no later than September 15, 2009.**

*National Foreign Language Resource Center  
1859 East-West Road #106  
Honolulu, HI 96822-2322, USA*

To receive a refund of your conference registration payment, cancellations must be submitted via email (nflrc@hawaii.edu) by September 15, 2009. A \$10 processing fee will be subtracted from all refunds. **There are no refunds for cancellation after September 15, 2009.**

#### **Special instructions for credit card payments:**

If you are paying by credit card, you can either mail or fax in the form (fax: +1-808-956-5983).

Please DO NOT send your credit card information via email for security reasons. We accept Visa or MasterCard only. The charge to your card will appear as "NFLRC Conference".

Please fill in your credit card information below. Don't forget to sign and date the form!

Credit card type: \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

Credit card number: \_\_\_\_\_ Expiration date (mm/yy): \_\_\_\_\_

Cardholder's name: \_\_\_\_\_ Security code\*: \_\_\_\_\_

Billing address (if different from contact information):  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* 3-digit number printed on the back of the card

Please contact us with any questions about registration: nflrc@hawaii.edu