



**2019 ENGINEERING DEANS COUNCIL PUBLIC POLICY COLLOQUIUM**

**The Fairmont, Washington D.C. | February 4-6, 2019**

**Fax or mail this form to:**

**FAX:** (202) 265-8504, ATTN: Registrar **OR MAIL:** ASEE/PPC 2019, ASEE-A, P.O. Box 222822, Chantilly, VA 20153-2822

**Registrant Information:**

Member ID Number: \_\_\_\_\_ (Member ID # can be found on your membership card, *Prism* label, or renewal notice.)  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 (First and last names will appear on badge.)  
 Institution/Affiliation Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ E-mail address must be completed to receive confirmation.  
 Registered Guest/Spouse Name: \_\_\_\_\_

**Government Relations Representative Attending With You:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_  
 Institution/Affiliation Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Check here if you need assistance because of a disability.  Check here if you require vegetarian meals.  
 Check if you have any known food allergies.  
 Is this your first conference?  Yes  No If no, how many have you attended? \_\_\_\_\_  
 Will you be participating in congressional visits on Wednesday, February 6?  Yes  No  
 Do you know who will be scheduling your congressional visits? If so, please list the person's name and contact information.  
 \_\_\_\_\_  
 Would you like guidance from Lewis-Burke Associates, ASEE's government relations representatives, on scheduling meetings?  
 Yes  No

**What's Included in Registration:**

- **EDC Member:** *Please do not send substitutes for the dean.* Registration covers all Colloquium functions, including continental breakfasts, coffee breaks, lunch, and the evening reception.
- **University Government Relations Representatives:** Can **not** register independently; must be registered by their deans.

**Registration Rates:**

| Rate Type                                       | Early by 1/20 | Regular after 1/20 | Quantity | Amount          |
|---|---------------|--------------------|----------|-----------------|
| EDC Member                                      | \$585         | \$635              | _____    | _____           |
| University Government Relations Representatives | \$115         | \$145              | _____    | _____           |
| Non Registered Guest Reception                  | \$40          | \$40               | _____    | _____           |
| <b>Registration Total:</b>                      |               |                    |          | <b>\$ _____</b> |

**Method of Payment:**

Credit Card:  Visa  MasterCard  AMEX  
 Charge Amount: \$ \_\_\_\_\_ Name on Card: \_\_\_\_\_  
 Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVV\*: \_\_\_\_\_  
 Cardholder's Signature: \_\_\_\_\_  
 Money Order: # \_\_\_\_\_  
 Check: # \_\_\_\_\_  
 A check drawn on U.S. Bank will be accepted

\*CVV: (4 digit number on front of AMEX, 3 digit number on back of Visa, MasterCard)

All funds must be received by ASEE Headquarters by Friday, January 25, 2019 at 5:00 p.m. EST. Checks and money orders must be postmarked by Friday, January 18, 2019 at 5:00 p.m. EST. Registrations payments that are not processed and applied by Friday, January 25, 2019 at 5:00 p.m. EST will be cancelled.

**Cancellation Policy:**

A refund (less a \$50 processing fee) will be given for cancellations received in writing on or before January 25, 2019. Please send requests to the ASEE Registrar via email (registrar@asee.org), fax (202) 265-8504, or mail (ASEE/PPC 2019, 1818 N Street NW, Suite 600, Washington, DC 20036). No cancellations will be accepted for refunds after January 25, 2019. Refunds cannot be made for no shows. **There are no exceptions to this policy. If you have any questions, please contact ASEE Registrar, at (202) 331-3500 or registrar@asee.org.**