**Virginia Correctional Association 2019 Training Institute**

**When: October 23-25, 2019**

 **Where:**

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 1021 Koger Center Boulevard

 Richmond, Virginia 23235

<https://doubletree.hilton.com/en/dt/hotels/index.jhtml?ctyhocn=RICKSDT>

804-897-3204/ RESERVATIONS: 1-800-222-TREE (222-8733)

(Identify with VCA for Reservation)

**NOTE: CUT-OFF FOR RESERVATIONS – 10-03-19!**

**PLEASE CHECK TYPE OF REGISTRATION AND RATE**

Registration Fee - Members [ ] $150

**FOR OFFICE USE ONLY**

Registration \_\_\_\_\_\_\_\_\_

Check Amount \_\_\_\_\_\_\_\_\_

Check Date \_\_\_\_\_\_\_\_\_

Cash Amount \_\_\_\_\_\_\_\_\_

Date Processed \_\_\_\_\_\_\_\_\_

Registration for Non-Members (fee includes 1-year membership) [ ] $185

One Day (specify day      ) [ ] $50

Students (full-time student) [ ] $25

Luncheon Only – Wednesday, 10/23/19 [ ] $25

Luncheon Only – Thursday, 10/24/19 [ ] $25

Breakfast Only – Friday, 10/25/19 [ ] $20

**Attendee Information (type-in format):**

Name:

Agency/Company/School:

Title:

Address:

Phone (work):      -     -     ext.       (cell):      -     -

E-mail Address:

Name for ID Badge:

**Payment Method – Please Check One:**

[ ]  1. Registration paid by agency (agency name:      )

[ ]  2. Registration paid by attendee

**Please e-mail completed registration forms to the VCA Secretary at** **Libbie.Miller@vadoc.virginia.gov**

**Please see the VCA website for information at** [**http://www.vca-aca-va.org**](http://www.vca-aca-va.org)

**INDIVIDUAL RESERVATIONS:** Each individual guest must make their own reservations by calling the toll-free 1-800-222-TREE (222-8733) by **10-03-19**. They must identify themselves as members of the Virginia Correctional Association**.** All reservations must be guaranteed by the individual and accompanied by a first night room deposit or guaranteed with a major credit card. **The room rate is $94/night + taxes/fees**. There are a limited number of rooms available!