



# Protestant Women of the Chapel 2011 Central Region Conference

## REGISTRATION INSTRUCTION SHEET CONFERENCE: NOVEMBER 3-6, 2011/Topeka, KS

Conference Rates	Per person	
Registration Fee	\$50	Paid by all registrants, EXCEPT Chaplains, Guest Speaker and Worship Leader/Team
Single (1 per room)	\$431	\$381 room rate plus registration fee
Double (2 per room)	\$311	\$261 room rate plus registration fee
Triple (3 per room)	\$271	\$221 room rate plus registration fee
Quad (4 per room)	\$251	\$201 room rate plus registration fee
Chaplain (1 per room)	\$381	\$381, registration fee waived
Chaplain with Spouse	\$191	Spouse's price; Chaplain and Spouse must stay in same room
<i>Notes: Room rates are for three (3) nights lodging and include meals. Registration is non-refundable but is transferable.</i>		

Registration opens	Registration closes	Funds Due to Central PWOC
Friday, August 26, 2011	Friday, October 7at 12:00 PM (Noon CST)	Friday, October 21, 2011

**\*Note: Local registration closing dates may vary in order to ensure registration funds reach Central PWOC by the funds due date.**

If you are	What You Do (Detailed Instructions will be provided)
<b>Individual Participant</b>	Submit completed registration form, any money due and all inquiries to your Local Conference POC.
<b>Special Group Participants</b> (Guest Speaker, Music Leader, Band/AV, and Chaplains)	Submit completed registration form for self and each individual who will attend with the group, any money due, and any registration inquiries to: <a href="mailto:centralvp@pwoc.org">centralvp@pwoc.org</a>
<b>Local POC</b>	Collect local registrations and money. Answer all local conference inquiries. Submit registration spreadsheet and funds to Local Fund office and follow-up. Email spreadsheet to <a href="mailto:centralvp@pwoc.org">centralvp@pwoc.org</a>
<b>Local Fund Office</b>	<p>Determine with your Local PWOC how much, if any, conference cost can be offset by the Local CTOF. Receive monies, the hardcopy Registration Spreadsheet, and the payment cover letter from your Local POC.</p> <p>Submit:</p> <ol style="list-style-type: none"> <li>1) <u>One check</u> payable in US Dollars,</li> <li>2) Completed Payment Cover Letter</li> <li>3) Excel Registration Worksheet and Summary, and</li> </ol> <p style="text-align: center;">Funds must arrive NLT <b>Friday, 21 October 2011</b> Make check payable to: "Fort Sill CTOF"</p> <p style="text-align: center;">For mailing address, contact: <a href="mailto:centralconference@pwoc.org">centralconference@pwoc.org</a></p>