

2009 Convention of International Chapter

Methods of Registration:

Please type or print clearly. (Use blue or black ballpoint pen.)

- Fax to: (515) 255-3820
- Mail to: P.E.O. Executive Office, Attn.: Convention Registration
3700 Grand Avenue, Des Moines, IA 50312

Registration Deadline: Friday, July 31, 2009

Registrations postmarked after July 31 will not be processed.

On-Site Registration Begins: Tuesday, September 8 at Noon

Opening Events: Wednesday, September 9

Closing Events: Friday, September 11

Register Online at
peointernational.org
Easy to Use,
Step-by-Step Instructions

Use a Credit Card to Submit Your
Registration Directly to
the P.E.O. Executive Office
or
Print Your Completed Forms and
Mail them with a Check

1 REGISTRANT INFORMATION

Your membership ID number is the 7-digit number in the address block of your P.E.O. Record.

S/P/D is your State/Province/District.

The address you provide in this step will be used as the mailing address for all registration information and convention materials.

DO NOT SUBMIT address changes on your registration form.

Membership ID # _____

Chapter Letters _____ Chapter City _____ Chapter S/P/D _____

Badge/First Name _____ Last Name _____

Mailing Address _____

City _____ State/Province _____

Postal Code _____ Country _____

Phone _____ Email _____

2 REGISTRATION CATEGORY

Mark your registration category.

VOTING MEMBERS

Delegate: No registration fee.

Past S/P/D President: No registration fee if entitled. Specify state, province or district last served & year.

Current S/P/D President & Organizer: No registration fee.

NON-VOTING MEMBERS

Visitor: Any P.E.O. member who is not a voting member of convention or volunteer.

Volunteer with Visitor Options: If you are volunteering for International Convention and also want to attend any of the business meetings, learning labs or seminars, register as a Volunteer-Visitor. For more information, see the registration instructions for Volunteers.

Volunteer: If you choose not to attend the business meetings, learning labs or seminars, you may register at a reduced registration fee. You may still register for meals and housing. For more information, see the registration instructions for Volunteers.

Spouse: Register your spouse on this form with your registration. Do not submit a separate registration form. Be sure to include your spouse's name.

ENTITLED MEMBERS OF CONVENTION

(No registration fee)

- Delegate Current S/P/D President
 Past S/P/D President Entitled* Current S/P/D Organizer

<input type="checkbox"/> Past S/P/D President Unentitled*		
Within 10 Days following the close of your S/P/D convention	10 Days after your S/P/D convention; And Before July 15	On or After July 15; Until July 31
\$30	\$40	\$55

* Please specify S/P/D last served & year: _____

	Before May 15	On or After May 15 Before July 15	On or After July 15; Until July 31
<input type="checkbox"/> Visitor	\$30	\$40	\$55
<input type="checkbox"/> Volunteer-Visitor	\$30	\$40	\$55
<input type="checkbox"/> Volunteer	\$10	\$10	\$20
<input type="checkbox"/> Spouse Name:	\$10	\$10	\$20
<input type="checkbox"/> Non-Member	\$30	\$40	\$55

Provide as much information as possible. If you do not have arrival and departure information, wait to submit your registration forms until you do.

Delegates & Past S/P/D Presidents: Check with your S/P/D President to see if travel arrangements have been made for you.

Mode of Transportation: Plane Train
 Automobile Other: _____

Date of Arrival: _____ Est. Time: _____
 Date of Depart.: _____ Est. Time: _____

Flight/Train Arrival Information: _____
 (Airline, Flight Number, etc.)

Flight/Train Depart. Information: _____
 (Airline, Flight Number, etc.)

Indicate if you need housing during International Convention.

All reservations must be made through the P.E.O. Executive Office. Hotels will not make a reservation for individual members if contacted directly.

A \$200 deposit per room (\$100 per person for double occupancy) must be submitted with your registration form. The deposit will be applied toward your final bill when you check out of the hotel. Use the following guidelines to determine how much deposit should be submitted with your forms:

- Delegate rooming with Delegate – No deposit required.
- Delegate rooming with spouse – \$100 deposit required for spouse.
- Visitor rooming with spouse – \$200 deposit required.
- Visitor rooming with Unentitled Past S/P/D President or Visitor – \$100 deposit from each member due with their own registration forms.
- 3 (or 4) Visitors rooming together – \$67 (or \$50) deposit from each member due with their own registration forms.
- Unentitled Past S/P/D President rooming with spouse – \$200 deposit required.

Mark at least three hotel choices. Rooms at each hotel are limited. While we try to accommodate every member's first choice, please be prepared to be registered at your second or third choice hotel.

If you are arriving in San Diego before International Convention begins but not staying at your hotel choice until the dates of Convention, please note your desired check-in and check-out dates.

* Triples and Quads are three or four members in a standard sleeping room.
 ** Contact the P.E.O. Executive Office at (515) 255-3153 x3702 if you are interested in suites.

I do NOT need convention housing (any category of registrant).

Room Occupancy: Single Double
 Triple* Quad*
 Suite** (Type: _____)

Hotel Deposit Due at Time of Registration (\$200 per ROOM)

Hotel deposits can be refunded IF the hotel is notified of the cancellation 72 hours (3 days) before the check-in date.

Delegates, Presidents, Organizers and Past S/P/D Presidents Entitled do not submit payment for the hotel deposit.

Rates include all taxes and are per room per night. Standard sleeping rooms are either two double beds or a king bed with rollaway.

Preference (1=1st choice)	Hotel		Rate Sgl/DbI	Rate Triple	Rate Quad
	Marriott San Diego Hotel & Marina (NS)		\$182	\$182	\$182
	Omni San Diego		\$197	\$197	\$220
	Hilton San Diego Bayfront (NS)		\$202	\$225	\$247
	Hilton San Diego Gaslamp (NS)		\$184	\$184	\$184
	Courtyard by Marriott San Diego Downtown (NS)		\$192	\$214	\$237
	Comfort Inn Gaslamp (Volunteer Hotel)		\$168	\$179	\$190
	Ramada Inn Gaslamp (Volunteer Hotel) (NS)		\$186	\$197	\$209

(NS) Hotels marked are 100% Non-Smoking

Non-Smoking Smoking No Preference

Hotel Check-In Date (If different from arrival): _____

Hotel Check-Out Date (If different from departure): _____

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ROOMMATE INFORMATION

If you know who you want to room with at International Convention, list their information here.

Attach additional pages as needed.

Your reservation will not be processed until your roommate's registration is received. Do not submit a separate registration for your spouse.

Please ASSIGN a roommate if one is available.
If no roommate is available, I understand I will be responsible for the entire cost of the room. (1/2 the cost of the room for entitled members.)

NO ROOMMATE. I am requesting a SINGLE room.
I understand I will be responsible for the entire cost of the room. (1/2 the cost of the room for entitled members.)

I will be rooming with the individual(s) listed to the right:

Roommate #1

Membership ID # (if known) Category (Delegate, Visitor, etc.)

Badge/First Name Last Name

Chapter Letters Chapter City Chapter S/P/D

Roommate #2

Membership ID # (if known) Category (Delegate, Visitor, etc.)

Badge/First Name Last Name

Chapter Letters Chapter City Chapter S/P/D

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SPECIAL ACCOMMODATIONS

Please specify if you require special accommodations to participate in the 2009 Convention of International Chapter. Common requests include: Severe food allergies, dietary restrictions, ADA room requested, etc. The P.E.O. Executive Office may contact you for more specific information.

YOU **SPOUSE** Vegetarian Meals Requested
 YOU **SPOUSE** Gluten Free Meals Requested

Other Requests:

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SEMINARS & LEARNING LABS

Seminars and learning labs are included in the cost of registration. All seminars and learning labs are held on Wednesday, September 9, at the San Diego Convention Center unless otherwise noted.

Any member may sign up for the following events; however, **all delegates, entitled past S/P/D presidents, current S/P/D presidents and organizers must register for the required seminars.**

REQUIRED SEMINARS
Members Only (No Spouses)

	TIMES		
	9:00 AM	10:00 AM	11:00 AM
Finance/Budget Seminar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPEAKERS: P.E.O. Finance Committee with Kathy Soppe, Director of Finance/Treasurer, P.E.O. International

Amendments Seminar	9:00 AM	10:00 AM	11:00 AM
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPEAKERS: P.E.O. Study & Research Committee with Mary Dunn Short, P.E.O. International Parliamentarian

All-Projects Workshop	9:00 AM	10:00 AM	11:00 AM
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPEAKERS: P.E.O. Projects Boards of Trustees

LEARNING LABS

Members Only (No Spouses)

	TIMES	
	1:15 PM	2:15 PM
Learning Lab #1	<input type="checkbox"/>	<input type="checkbox"/>
SPEAKER: Meredith Kimbell		
Learning Lab #2	<input type="checkbox"/>	<input type="checkbox"/>
SPEAKER: Kay Anderson		
Learning Lab #3	<input type="checkbox"/>	
SPEAKER: Susan Bulkeley Butler		
Planned Giving Seminar		2:15 PM
SPEAKERS: Wendy MacLaren, Dean of Institutional Advancement, Cottey College with the P.E.O. Foundation Board of Trustees		<input type="checkbox"/> YOU <input type="checkbox"/> SPOUSE
Focus Forum – Past S/P/D Presidents (No Spouses)		3:15 PM
FACILITATOR: Elizabeth E. Garrels, First Vice President International Chapter, with Special Committee for Membership Advancement		<input type="checkbox"/>

Mark which meals you would like to attend. There are no speakers at any of the convention meals listed on the registration form. All meals are held at the San Diego Convention Center unless otherwise noted.

Entitled members of convention, meals listed on the registration form are paid by International Chapter, EXCEPT the Thursday Past S/P/D Presidents Class Reunion Reception. If you are an Entitled Past S/P/D President and choose to attend the reunion reception, please submit the appropriate payment amount with your registration forms.

If you are entitled to all convention meals, please mark only the meals you plan to attend.

Prices listed are per person (taxes included).

WEDNESDAY, SEPTEMBER 9

YOU	SPOUSE		
<input type="checkbox"/>	<input type="checkbox"/>	Lunch Noon – 1:00 PM	\$25 x ____ = ____
<input type="checkbox"/>	<input type="checkbox"/>	Opening Night Buffet 4:30 – 6:30 PM	\$50 x ____ = ____

For members registering for a hotel room at one of the seven hotels listed on this form. The dinner is at the Marriott Marina, Hilton Bayfront, Hilton Gaslamp & Omni.

NOTE: Members staying at the Courtyard by Marriott, Comfort Inn or Ramada Inn who are registering for the Opening Night Buffet will be assigned to the Hilton Bayfront for this dinner.

THURSDAY, SEPTEMBER 10

YOU	SPOUSE		Qty	Total
<input type="checkbox"/>	<input type="checkbox"/>	Breakfast 6:30–8:00 AM	\$24 x ____ =	_____
<input type="checkbox"/>	<input type="checkbox"/>	Lunch 12:15–1:30 PM	\$36 x ____ =	_____
<input type="checkbox"/>	<input type="checkbox"/>	Past S/P/D Presidents Class Reunion Reception 6:00 – 8:00 PM	\$25 x ____ =	_____

FRIDAY, SEPTEMBER 11

YOU	SPOUSE		
<input type="checkbox"/>	<input type="checkbox"/>	Breakfast 6:30 – 8:00 AM	\$24 x ____ = ____
<input type="checkbox"/>	<input type="checkbox"/>	Lunch 12:15 – 1:30 PM	\$34 x ____ = ____
<input type="checkbox"/>	<input type="checkbox"/>	Closing Banquet 7:30 – 8:45 PM	\$71 x ____ = ____

TOTAL DUE FOR MEALS _____

Delegates: Do not submit payment for yourself. If you are rooming with your spouse, submit payment for his expenses only.

Past S/P/D Presidents Entitled: Do not submit payment for yourself EXCEPT for the Class Reunion Reception. If you are rooming with your spouse, submit payment for his expenses only.

Current S/P/D President & Organizer: Do not submit payment for yourself. If you are rooming with your spouse, submit payment for his expenses only.

Checks and/or money orders for expenses must be in U.S. funds and made payable to: P.E.O. Sisterhood. Registrations will not be processed until payment is received.

All cancellations will be assessed a \$35 cancellation fee.

If you mail or fax your registration forms, the P.E.O. Executive Office will send a postcard acknowledging its receipt.

When your registration has been processed, you will receive an email confirmation. If you do not provide an email address, the letter will be printed and mailed to the address provided on this form. Note: Please allow additional time for printed confirmation letters.

After your hotel reservation has been made, you will receive a confirmation with additional information about your convention hotel.

	Amount
2: Registration Fees (Non-Refundable)	
4: Hotel Deposit	
8: Convention Meals	
TOTAL DUE	

Visa MasterCard Check Attached

Credit Card Number:

_____ - _____ - _____ - _____

Expiration Date: ____ / ____

Cardholder Name: _____

Signature: _____