

General Information

DATE: March 28 and 29, 2008

LOCATION: Hawaii Imin Conference Center, East-West Center

REGISTRATION FEE: \$100 [\$25 for college/university students]. Includes luncheons, refreshments, evening networking hour, and conference materials.

Commercial/Community Exhibitors Fee: Commercial - \$200 includes registration fee for 1 person + 1 table. Community (non-profit) - \$150 includes registration fee for 1 person + 1 table. For exhibitors, set-up time is 8:00 a.m. on both days. Break-down time is 7:00 p.m. on March 28 and 2:00 pm on March 29. For more information contact the Office of Language Access at 808-586-8730.

Make check payable to: **UNIVERSITY OF HAWAI'I**. Mail with the registration form to: University of Hawai'i Conference Center; 2530 Dole St., C403; Honolulu, HI 96822.

Government and company purchase orders with authorized signature will be accepted and must accompany the registration form. Participants registering by purchase order will be billed for nonattendance unless notification of withdrawal is made by March 20, 2008

Payments with credit cards (MasterCard/VISA) will be processed by the UH Conference Center at Outreach College.

SCHOLARSHIPS: Limited scholarships are available. To apply, please contact the Office of Language Access at 586-8730 prior to registration.

DEADLINE: Deadline for registrations is March 19, 2008. Form of payment must accompany the registration. Credit card numbers submitted with registration will be processed upon receipt. Registrations will not be processed without payment.

REFUNDS: Requests for refunds will be received at the UH Conference Center by March 20, 2008, in writing. No refunds will be made thereafter. Please allow approximately three to five weeks for processing.

ACCESSIBILITY ASSISTANCE: If you would like assistance due to a mobility, hearing, or sight impairment, or limited English proficiency, you are warmly encouraged to contact the Conference Center at 956-8204 by March 19, 2008.

PARKING at Imin Conference Center: A limited number of parking passes are available at \$4 per car, per day.

PLEASE DIRECT ALL REGISTRATION INQUIRIES TO:

UH Conference Center
Phone: (808) 956-8204
Fax: (808) 956-3364

REGISTRATION FORM

Hawai'i Conference on Language Access
March 28-29, 2008

One form per registration
Please **print or type**.

Name: _____
Last First

Affiliation: _____

Mailing Address: _____

City State Zip code

Phone: _____
Business Fax

Email address: _____

Category: State/county agency Non-profit/community organization
 Interpreter/Translator Student Other

Registration Fees: General (**\$100**) \$ _____

College/University Students (**\$25**) \$ _____

Commercial/Community (non-profit) Exhibitors Fees:

Commercial (**\$200** includes registration fee for 1 person + 1 table) \$ _____

Community (non-profit) (**\$150** includes registration fee for 1 person + 1 table) \$ _____

Parking at Imin Conference Center:

\$4 (3/28) \$ _____

\$4 (3/29) \$ _____

TOTAL: \$ _____

Form of payment:

Check made payable to the **University of Hawaii**

Purchase order (Must accompany registration form)

I hereby authorize University of Hawai'i, Outreach College the use of my credit card account: VISA MasterCard

Credit Card No. _____

CVV2 code (last 3 digits on signature strip) _____

Expiration date (Mo/Yr) _____

Signature _____

Registration Deadline: March 19, 2008

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Send registration form and payment to: UH Conference Center
2530 Dole St., Sakamaki, C403, Honolulu, HI 96822
808.956.8204 [phone]; 808.956.3364 [fax]

UHCC I.D. # C09583

Luncheon choice: Standard Vegetarian

Accessibility assistance: See general information