

# GROUP Registration Form (Page 1 of 2)



Additional Group Registration Forms can be downloaded from [chicconference.org](http://chicconference.org)

NAME OF CHIC CONTACT \_\_\_\_\_

CHURCH \_\_\_\_\_

CHURCH ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROV \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

CONFERENCE \_\_\_\_\_ PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

Will your CHIC contact be attending CHIC?  Yes  No  
If "No" who is your on-site contact?

Name \_\_\_\_\_ Mobile Phone \_\_\_\_\_

DATE OF INITIAL REGISTRATION \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
MONTH DAY YEAR

1. Make several copies of this form after filling out the group information above. You will need to fill out and submit a Group Registration Form for your INITIAL GROUP REGISTRATION and for all FOLLOW-UP ACTIONS - including any additions, substitutions, or cancellations made to an existing group registration or any payments made on outstanding balances from existing registrations.
2. Please indicate in the space below whether this is your initial GROUP REGISTRATION or a FOLLOW-UP ACTION to an existing group registration.
3. When making FOLLOW-UP ACTIONS, only include information for those students or adults affected by the changes or payments.
4. Use the worksheet below to calculate the registration fees due with this form.
5. Cancellation requests must be made in writing, by mail (see below), fax (865-974-0264), or email ([conferences@utk.edu](mailto:conferences@utk.edu)) to the University of Tennessee. Indicate any students or adults who are canceling their registration on the reverse side of this form.
6. Return this form with the accompanying Registration Forms and/or payments to: UT Conferences, Attn: CHIC, P.O. Box 2648, Knoxville, TN 37901. Alternate carriers (FedEx, UPS, etc.), please use: UT Conferences, Attn: CHIC, 600 Henley Street, Suite 212, Knoxville, TN 37902.

Initial Group Registration -OR- Follow-up Action on DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## REGISTRATION FEES

Use the following worksheet to calculate registration fees due with this form.

TYPE OF REGISTRATION	POSTMARKED	# OF REGISTRANTS	RATE	SUBTOTAL
Early Bird Student (Full Payment)	Nov. 1, 2017 to Jan. 18, 2018		x \$599	
Early Bird Student (Deposit Only)	Nov. 1, 2017 to Jan. 18, 2018		x \$100	
Early Bird Student (Balance Due)	by May 18, 2018		x \$499	
Regular Student (Full Payment)	Jan. 19 to April 18, 2018		x \$649	
Regular Student (Deposit Only)	Jan. 19 to April 18, 2018		x \$100	
Regular Student (Balance Due)	by May 18, 2018		x \$549	
Late Student	April 19 to June 18, 2018		x \$699	
Adult (Full Payment)	Nov. 1, 2017 to May 18, 2018		x \$599	
Adult (Deposit Only)	Nov. 1, 2017 to April 18, 2018		x \$100	
Adult (Balance Due)	by May 18, 2018		x \$499	
<b>TOTAL :</b>				Add above numbers

