

Roanoke-Blacksburg Regional Airport Shuttle Registration Form

American Society for Virology – 2016 Annual Meeting

June 18-22, 2016 • Virginia Tech • Blacksburg, Virginia, USA

Participant Information (Please print or type—complete a separate form for each participant.) _____

First Name _____	Last Name _____	
Title _____		
Organization _____	*Org.'s FID# _____	
Mailing Address _____		
City _____	State _____	Zip _____
Daytime Phone No. _____	Fax No. _____	
Email _____	Signature _____	

Transportation Fees _____

All rates are in US Funds

Saturday shuttles from the Roanoke-Blacksburg Regional Airport to Blacksburg (and Christiansburg):

- Saturday, June 18, 2016 10:45 a.m. \$20.00
- Saturday, June 18, 2016 1:15 p.m. \$20.00
- Saturday, June 18, 2016 2:45 p.m. \$20.00
- Saturday, June 18, 2016 4:15 p.m. \$20.00
- Saturday, June 18, 2016 5:45 p.m. \$20.00
- Saturday, June 18, 2016 9:15 p.m. \$20.00

Sunday shuttles from the Roanoke-Blacksburg Regional Airport to Blacksburg (and Christiansburg):

- Sunday, June 19, 2016 12:30 a.m. \$20.00
- Sunday, June 19, 2016 10:45 a.m. \$20.00
- Sunday, June 19, 2016 2:45 p.m. \$20.00
- Sunday, June 19, 2016 5:45 p.m. \$20.00
- Sunday, June 19, 2016 9:15 p.m. \$20.00

If you selected a shuttle service **from** the Roanoke-Blacksburg Regional Airport, please answer the following questions:

Please indicate your flight **arrival** date:

- ___ Saturday, June 18, 2016
- ___ Sunday, June 19, 2016

Please indicate your flight **arrival time**: _____

Please indicate your **arriving** airline: _____

Please indicate your **arriving** flight number: _____

Please indicate where the shuttle should drop you off on your arrival date:

- ___ Hilton Garden Inn, Blacksburg
- ___ Holiday Inn Express & Suites, Blacksburg
- ___ Inn at Virginia Tech, Blacksburg
- ___ Virginia Tech Campus, Blacksburg
- ___ Holiday Inn Christiansburg/Blacksburg, Christiansburg

Office Use	Entered	AMT: _____
		CC/CHK#: _____
		DATE: _____

Name _____

Wednesday shuttles to the Roanoke-Blacksburg Regional Airport from Blacksburg (and Christiansburg):

- Wednesday, June 22, 2016 5:00 a.m. *estimated airport arrival* \$20.00
- Wednesday, June 22, 2016 8:00 a.m. *estimated airport arrival* \$20.00
- Wednesday, June 22, 2016 11:15 a.m. *estimated airport arrival* \$20.00
- Wednesday, June 22, 2016 2:30 p.m. *estimated airport arrival* \$20.00
- Wednesday, June 22, 2016 5:30 p.m. *estimated airport arrival* \$20.00

If you selected a shuttle service **from** Blacksburg to the Roanoke-Blacksburg Regional Airport, please answer the following questions:

Please indicate your flight **departure time** on Wednesday, June 22, 2016: _____

Please indicate your **departing** airline: _____

Please indicate your **departing** flight number: _____

Please indicate where the shuttle should pick you up on Wednesday, June 22, 2016:

- ____ Hilton Garden Inn, Blacksburg
- ____ Holiday Inn Express & Suites, Blacksburg
- ____ Inn at Virginia Tech, Blacksburg
- ____ Virginia Tech Campus, Blacksburg
- ____ Holiday Inn Christiansburg/Blacksburg, Christiansburg

Payment Method

All rates are quoted in US funds and payable in same. Full payment is required in order to receive confirmation of your registration. We accept Visa, MasterCard or American Express, Bank Wire Transfers, or personal check.

Deadline: All registrations must be received by May 31, 2016.

Confirmation: Virginia Tech's Continuing and Professional Education Office will confirm your registration. If you register online, a confirmation letter including a receipt will be automatically sent to you. You will be alerted promptly of any cancellations or changes.

Cancellation and Refunds: Please notify us by May 31, 2016 if you no longer need the airport shuttle. If you are unable to attend, for any reason, another person may be substituted at any time. A 50% cancellation fee per person, per shuttle will be assessed should a substitute not be provided. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

For weather or disaster-related program cancellation or postponement information, please call (540) 231-9489.

Method of payment: *Payment of registration fees is required prior to confirming shuttle. Registration will be processed when payment is received.*

To pay a fee by a VT department via HokieMart, you must select "VT CPE registration fee" as your vendor and attach this completed form.

Check enclosed (Make payable to: Treasurer, Virginia Tech CE)
Checks must be drawn on U.S. bank in U.S. dollars. (There will be a \$50 processing fee for all returned checks.)

Credit Card: Visa MC AmEx Bank Wire Transfer
(Credit Card payment may be mailed, faxed, or given to registrar over the phone. No credit card information will be processed by voice mail or email.)

Cardholder name _____

Cardholder signature _____ Date _____

Card No. _____ Exp. Date _____

Return with payment so that it is received no later than **May 31, 2016** (no staples, tape, or paper clips, please) to:

Conference Registrar
Continuing and Professional Education
Virginia Tech, Mail Code 0272
702 University City Blvd.
Blacksburg, VA 24061
phone: (540) 231-5182
fax: (540) 231-3306 (for credit card registrations only)

**Necessary to process a refund payable to any company, agency or government.*

The information you provide is subject to the Freedom of Information Act guidelines.