

GENERAL INFORMATION

California Physical Education Workshop, July 11-17, 2009

Pre-Workshop Registration and Formal Workshop Check-In

It is essential that workshop participants return the **completed registration form or Register Online @ <http://www.peworkshop.com> with accompanying payment (Visa, Master Card, American Express, and Discover Card) in full** as soon as possible to Conference and Event Planning at Cal Poly to take advantage of the “**Early Bird Registration**” fee. Registrations and/or payments cannot be taken over the phone. Conference and Event Planning is not accountable for late 2nd or 3rd party payments and registrations. *Follow through is the responsibility of the participant.* When your completed registration form and payment are RECEIVED you will be sent a confirmation. Information may be sent to you via e-mail, Fax, or U.S. Postal Service. Please contact Conference and Event Planning at (805) 756-7600 if you have preregistered for CPEW and have not received your information packet by June 27, 2009.

Formal check-in for all workshop participants will be conducted in the lobby of a residence hall at Cal Poly on Sunday, July 12, 2009. Pertinent information, including exact location and check-in time (s) will be provided to pre-registered workshop participants in confirmation materials.

Early Bird Pre-Registration, Regular Pre-Registration, On-Site Registration Fees

Participants who return completed workshop registration forms **and** payment which are postmarked by May 29th will be charged the “**Early Bird Registration**” fee, as delineated on the participant registration form. Completed workshop registration forms **and** payments which are postmarked between May 29th and June 26th, will be charged the “**Regular Registration**” fee. All completed workshop registration forms **and** payments which are postmarked after June 26th including all individuals who register on-site on July 12, will be charged the “**On-Site Registration**” fee.

If you plan on registering on site (July 12), please contact Conference and Event Planning to check housing availability and to have an information packet emailed or faxed to you. The information packet contains essential information including what to bring, program updates, University policies, and scheduled check-in and check-out hours. Participants who arrive after scheduled check-in hours will be charged a late check-in fee of \$25.00, unless prior arrangements are made with Conference and Event Planning. This Policy also applies to off-campus participants.

Continuing Education Units – Important Information for Those Interested in Earning CEU’s!

Continuing Education Units are available to all CPEW participants. **CPEW participants will be able to register and pay for CEU units during formal check-in hours only!** Please note that CPEW participants will not be able to sign up and pay for CEU units prior to formal check-in hours. All pertinent information regarding CEU’s (dates/times) will be included in confirmation material!

Residence Hall Housing

Workshop participants may be housed on or off campus. All participants staying on campus will be housed in a campus residence hall within easy walking distance of workshop sessions. Conference and Event Planning can house families with children at the standard housing rate in a family designated area of a residence hall. Please call Conference and Event Planning for arrangements. One child under six years may sleep on the floor in a sleeping bag, assuming both beds are already paid for (fire code allows one child per room, when both beds are occupied by paying guests). Children under six will be charged full housing rate if both beds are not occupied by paying guests. All guests, including children six years and older, must be registered through Conference and Event Planning prior to arrival. Childcare facilities are not available on campus. For liability reasons, children and non-CPEW registered adults are not allowed to attend classes or workshop activities. Housing will be assigned on a first come basis the day of registration. A \$25 service fee will be applied to any changes in your housing assignment once you have checked in. Housing accommodations cannot be guaranteed for late registrants. NOTE: There is NO SMOKING on campus or in any public building in the City of San Luis Obispo. All participants are responsible for departure on their scheduled check out date and time. Failure to remove belongings from rooms and reporting to the check-out desk will result in a late check-out fee of \$50.00, unless special arrangements have been approved by Conference and Event Planning Management. NO REFUNDS will be issued for unused housing. Occupancy of recreational vehicles on campus is prohibited. Special R.V. parking may be allowed with arrangements made at least fifteen working days in advance.

Res Net service for the residence halls will not be available to individuals associated with CPE Workshop on a “pay per person” basis.

Parking Permits

Parking permits are required Monday through Friday 7:00am – 5:00pm. Weekly permits (\$15.00) and one-day permits (\$5.00) may be purchased in advance through the California Physical Education Workshop registration form or they may be on site purchased at the Yosemite front desk between 7:00am-9:00pm...

Cancellations and Refund Policy

Conference and Event Planning must receive cancellation requests in writing 15 days prior to program start in order to receive full refund minus the \$125.00 non – refundable deposit. Refunds will not be given for cancellations received after the June 28th deadline, or for overpayments of \$10.00 or less. To have a request form sent or emailed to you, please contact Conference and Event Planning at (805)756-7600. Participant substitutions are subject to a \$25.00 administrative processing fee. *Refunds will not be given for unused housing, parking permits, or parking citations.*

Please print clearly. If registering on a downloaded copy, make sure you also have a copy of the information sheet.

Full Name _____ Maiden Name _____ Male Female
 Home Address _____ City _____ State/ Zip _____
 School name / District _____ Email _____
 Home Phone (____) _____ Work Phone (____) _____ Fax (____) _____
 Years attended this workshop: _____ T – Shirt size (circle one): S M L XL XXL
 Do you require specialized accommodation in order to attend this program (i.e. sign language interpreter?)
 If yes, please identify: _____

Workshop Registration Fee: Includes classes, special events, recreation center use, syllabus, t-shirt, and socials.

****Required items: all participants must pay****

“Early Bird” Registration (Registration form **and** payment postmarked by May 29) \$ 312.00
 “Regular” Registration (Registration form **and** payment postmarked between May 29 & June 26) \$ 342.00
 “On Site” Registration (Registration form **and** payment postmarked after June 26) \$ 362.00

	Registration Fee	**\$	<input type="text"/>
Campus User Fee:	Participant Housed on campus = \$10.00; Housed Off Campus = \$15.00 (circle one)	**\$	<input type="text" value="10.00/15.00"/>
Meals:	Includes 5 lunches (Mon 7/13-7/17) and 2 dinners (Sun 7/12 and Wed 7/15)	**\$	<input type="text" value="110.00"/>
Housing Per Person:	<u>July 12-16</u> (nights of 12, 13, 14, 15, 16) (Circle One) (5 nights)		
Single Occupancy	\$215.00	\$	<input type="text"/>
Double Occupancy	\$167.50	\$	<input type="text"/>
Please indicate roommate preference: _____			
Extra Night Stay Over:	Must be reserved by June 26 (circle all dates that apply): July 10, July 11, July 17		
	Single: _____ Nights X \$43.00 per night per person = _____	\$	<input type="text"/>
	Double: _____ Nights X \$33.50 per night per person = _____	\$	<input type="text"/>

Housing cannot accommodate early arrivals prior to Friday, July 10 or extended stays after Friday night, July 17.
 Housing and special arrangements cannot be guaranteed for late registrants

Block Classes: Please check box for each selection.

<u>Saturday, July 11, 2009</u>	<u>Fee</u>	<u>Sunday, July 12, 2009</u>	<u>Fee</u>
Beach Package – Full Day (8:00 – 4:00)	\$30.00 <input type="checkbox"/>	Poly Package – Full Day (7:00 – 3:00)	\$30.00 <input type="checkbox"/>
Beach Package – Half Day(12:00 – 4:00)	\$20.00 <input type="checkbox"/>	Poly Package – Half Day (11:00 – 3:00)	\$20.00 <input type="checkbox"/>
Total Cost Block Classes			\$ <input type="text"/>

Parking: Parking Permits required Monday - Friday. Weekly permit: \$15.00 per car per week \$
 Daily Permit: \$5.00 per car per day x ____ days \$
 \$
Total Enclosed \$

Credit Card: (circle one) VISA MC DISC AMEX Card # _____ Exp. Date _____
 Card holder’s name (Print) _____ Signature _____

To Register and pay online go to www.peworkshop.com

Services (i.e. housing, meals, etc.) beyond workshop registration cannot be guaranteed for late registrants. **All fees are subject to change without notice.** Registration must accompany payment in full. Workshop registration will not be processed with incomplete payment. Check, money order, purchase order, and credit cards are acceptable. Please make payable to CAL POLY CORPORATION and mail to: Conference and Event Planning ~ CPEW ~ Cal Poly ~ San Luis Obispo, CA 93407. (Allow a minimum of two extra working days for campus mail, including “overnight” service.) If paying by credit card, you can register online at www.peworkshop.com or fax payment information and registration to (805) 756-7601. Please do not send in more than one copy of your registration form. Do not both mail and fax your form; you will be charged twice. Returned checks will be assessed a \$50 fee. **Please Note:** if your fees are paid for by purchase order, a copy of the purchase order, with the number, must be received by registration deadline to qualify for Early Bird or Regular Registration fee. Conference and Event Planning is not responsible for 2nd or 3rd party late payments and registrations. *Follow through is the responsibility of the participant.* **Please see brochure information page for refund and cancellation policies. Direct registration and payment inquiries to Conference and Event Planning at (805) 756-7600.**

I’ve read the general information page and understand all outlined policies.
Registration and payment will not be processed if this box has not been checked.

