

## Registration Form

**INSTRUCTIONS:**

1. Please use one form per person. Make copies for additional participants.
2. Please type or print all information.
3. If you would like to become an OLC individual member and take advantage of the member rate for the Chapter Conferences, complete the Membership Application on page 2 and return it with your registration form.
4. Please refer to "Registration Guidelines" on page 2 to see OLC's cancellation policy.

**Mail the completed registration form to Ohio Library Council, 1105 Schrock Road, Suite 440, Columbus, OH 43229 or fax it to (614) 410-8098 with complete credit card information. Online registration is also available by visiting our website at [www.olc.org](http://www.olc.org). To avoid double billing do not follow a faxed credit card registration or an online registration with paper registration.**

**INFORMATION:**

5. Name: \_\_\_\_\_
- Membership #: \_\_\_\_\_ Business Phone: \_\_\_\_\_
- Library/Institution: \_\_\_\_\_
- Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_
- E-mail: \_\_\_\_\_

**REGISTRATION TYPE:** (Check all that apply)

6. ☐ OLC Individual Member ☐ Non-Member ☐ Speaker – Program Title \_\_\_\_\_

**FEES:**

7. Registration Fees: (See Number 4 of Registration Guidelines.) Enter the appropriate amount on the line of each event you will attend.

|                    | Member  | Non-Member | Student | Speaker |   |
|--------------------|---------|------------|---------|---------|---|
| Chapter Conference | \$90.00 | \$145.00   | \$50.00 | \$0.00  | <b>(TRUSTEE DINNERS WILL BE HELD THE NIGHT BEFORE THE CHAPTER CONFERENCE)</b> |
| Trustee Dinner     | \$40.00 | \$40.00    | \$40.00 | N/A     |   |

| Event Date                            | Chapter Conference | Trustee Dinner | Amount Due |
|---------------------------------------|--------------------|----------------|------------|
| March 23 – Northeast Chapter          | \$ _____           | \$ _____       | \$ _____   |
| April 6– Southwest Chapter            | \$ _____           | \$ _____       | \$ _____   |
| April 15 – Northwest Chapter          | \$ _____           | \$ _____       | \$ _____   |
| April 22 – Central/Southeast Chapters | \$ _____           | \$ _____       | \$ _____   |
| April 27 – North Chapter              | \$ _____           | \$ _____       | \$ _____   |
| May 3 – Eastern Ohio (dinner only)    | N/A                | \$ _____       | \$ _____   |
| <b>Total Amount Due</b>               |                    |                | \$ _____   |

- ☐ Vegetarian lunch required ☐ Special dietary requirements Please explain: \_\_\_\_\_

**PAYMENT OPTIONS:**

8. Check made payable to OLC enclosed: **OR**
- Please charge to: ☐ Visa ☐ MasterCard ☐ American Express or ☐ Purchase Order
- Card/P.O. Number: \_\_\_\_\_ Expiration: \_\_\_\_\_
- Authorized Signature: \_\_\_\_\_

**OLC Individual Membership Application on the reverse side of this Registration Form.**



☐ Check here if you require special accommodations to fully participate in the Chapter Conference. Please describe your needs in writing on a separate sheet of paper and enclose it with your registration.