

# 2018 Sanborn Institute/Academy

Kansas County Clerks & Election Officials  
March 26–30, 2018 • Holiday Inn Wichita East I-35  
*Register online at [wichita.edu/KCCEOA](http://wichita.edu/KCCEOA)*

Please print or type:

Name \_\_\_\_\_  
Name as Printed on Badge \_\_\_\_\_  
Date of Birth (for contact hours) \_\_\_\_\_  
Title \_\_\_\_\_  
E-mail \_\_\_\_\_  
Organization \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Phone \_\_\_\_\_  
License Type \_\_\_\_\_ License Number \_\_\_\_\_  
Special accommodations/dietary requests (submit by March 2) \_\_\_\_\_

## Year 2 Institute Registration (March 26–30)

(includes continental breakfast, four lunches)

Early Registration (on or before March 2, 2018)      \$490 x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_  
Registration (on or after March 3, 2018)              \$610 x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_

## Academy Registration Fee (March 29–30)

(includes continental breakfast, one lunch)

Early Registration (on or before March 2, 2018)      \$315 x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_  
Registration (on or before March 3, 2018)              \$395 x \_\_\_\_\_ person(s) = \$ \_\_\_\_\_

..... TOTAL AMOUNT = \$ \_\_\_\_\_

Method of Payment (not required with registration, see payment section on following page for details)

Cash              Check              Purchase Order              Credit Card  
                                         

Credit Card Type: \_\_\_\_\_ (Visa, MasterCard, American Express, Discover)

CC#: \_\_\_\_\_ Security Code: \_\_\_\_\_

Exp Date: \_\_\_\_\_

Name as printed on the card \_\_\_\_\_

Signature \_\_\_\_\_

Mail completed registration forms to:

2018 Sanborn Institute/Academy, WSU Conference Office, 1845 Fairmount St., Wichita, KS, 67260-0136

E-mail: [conference.office@wichita.edu](mailto:conference.office@wichita.edu), phone: (316) 978-6493, fax: (316) 978-3064. Make checks payable to Wichita State University Conference Center. Cancellations must be in writing via e-mail to [morgan.barnes@wichita.edu](mailto:morgan.barnes@wichita.edu).

**See next page for cancellation & payment details.**

**HOTEL ACCOMMODATIONS:** Accommodations should be made directly with the hotel. Identify yourself as being with the “County Clerks” when making your reservations. Hotel reservations cannot be guaranteed after March 2, 2018. Single Rate: \$91.00 group rate. If you register your Hotel sleeping room online, use the code “KCO.”

Holiday Inn Wichita East I-35  
549 S. Rock Rd  
Wichita, Kansas 67207  
Phone: 316.686.7131  
Fax: 316.681.5099  
Toll-free: 888.558.5113

**CANCELLATIONS:** All conference and IIMC Region VII cancellations must be in writing via e-mail to [morgan.barnes@wichita.edu](mailto:morgan.barnes@wichita.edu). All cancellations prior to March 16, 2018 will receive a 75% refund, and a 25% administrative fee will be retained by the sponsoring organizations. No refunds will be issued for cancellations received on or after March 17, 2018. Any exception is subject to review by the event policy committee. Substitutions are allowed.

**PAYMENT:** Payment can be made by credit card, check, money order, or purchase order. Registrations without accompanying payment will be invoiced. Payments not received within 30 days after the event are subject to a 25% late fee. Payments not received within 60 days or more are subject to an additional 25% late fee.

**NOTICE OF NONDISCRIMINATION:** Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187.