



# 2011 SPARK National Conference

June 12-14 • Mandarin Oriental Hotel • Washington, DC

## CONFERENCE REGISTRATION FORM

Name: \_\_\_\_\_

Preferred name for badge (if different) : \_\_\_\_\_

Company / Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Conference Registration Fees: (Please select appropriate designation)

Member – \$950

Non-Member – \$1,350

Spouse / Guest – Fee Waived

(Software system providers and other vendors who do not provide record keeping / administration or investment management services must be SPARK members and exhibit in order to attend.)

**For credit card payment of fees:**  American Express  Master Card  Visa

Credit Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ Verification Code # \_\_\_\_\_

Signature Required \_\_\_\_\_

Cardholder Address (if different from above) \_\_\_\_\_

**Fax this completed form to 860-658-5068 to register.**

**For payment by check:** Mail the completed form and check payable to SPARK to:

714 Hopmeadow Street, Suite 3, Simsbury, CT 06070

**CANCELLATION POLICY:** You may cancel at any time at least 30 days in advance of the start of the conference, and receive a refund of your registration fee less a \$100 non-refundable deposit. Registration fees are non-refundable for cancellations made less the 30 days prior to the start of the conference; however, you may send another person in your place with advanced written notice to SPARK.



# 2011 SPARK National Conference

June 12-14 • Mandarin Oriental Hotel • Washington, DC

## HOTEL REGISTRATION

Hotel accommodations may be made by completing the following and faxing to SPARK at 860-658-5068, or contacting SPARK directly at 860-658-5058.

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Check-In Date \_\_\_\_\_ Check-Out Date: \_\_\_\_\_ Number of Guests \_\_\_\_\_

If sharing a room with other members from your company please list their name(s): \_\_\_\_\_

### Hotel Guest Rooms

Room Rate \$299     Double Bed     King

(For other room types, upgrades or special room arrangements, please contact Jennifer Rogers at 860-658-5058.)

Please indicate method of payment:     AmEx     Visa     M/C

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Verification Code \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature Required \_\_\_\_\_ Date: \_\_\_\_\_

Credit card information is only to reserve your room. The hotel will charge your card directly upon checkout.

Space at the Mandarin Oriental Hotel is limited and reservations will be accepted on a first come, first served basis. All reservations must be received on or before 5 pm on **Friday, May 6<sup>th</sup>, 2011**, and are subject to room and rate availability. All requests for additional nights either before or after the conference will be addressed on a case by case basis, based on availability. All reservations and cancellations must be received by SPARK at 860-658-5058, or email [jen@rgwstaff.com](mailto:jen@rgwstaff.com).

**CANCELLATION POLICY:** When requesting reservations, please note arrival and departure dates carefully. You will be charged for the hotel room unless cancellations are received by SPARK at least 48 hours prior to your scheduled arrival date.

**TRAVEL ARRANGEMENTS:** The hotel is approximately fifteen minutes by cab from Washington-Reagan International Airport. Transportation to and from the airport may also be arranged through the Mandarin Oriental Hotel Concierge by calling 202-787-6170.

**CHECK-IN TIME:** 3:00 pm

**CHECK-OUT TIME:** 12:00 Noon