

## 2023 Annual Write in the Springs Conference Official Registration Form

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

City, ST: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

ACFW Member?  Yes (yellow rate box)  No (blue rate box)

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

Special diet needs:  None  Gluten-Free  Dairy-Free  
 Vegetarian  Vegan  Other: \_\_\_\_\_

**CONFERENCE REGISTRATION** → → → → → → → →

### GLEN EYRIE LODGING RESERVATION (please check one option)

I DO NOT require a room reservation at Glen Eyrie for the conference.

Please reserve on-site lodging for me at Glen Eyrie according to the nights and occupancy selections I've circled below.

**THU | FRI | SAT | SUN**

Room Occupancy	Single	Double	Triple	Quad
Per Person/Per Night	\$160	\$80	\$57	\$45

*Prices shown include sales tax.*

For multiple occupancy, please provide the names of each person in your party. Check the box for any roommates whose lodging you are also paying for with this registration.

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

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

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

I require handicap-accessible accommodations.

I would like to share a room with a FEMALE / MALE (circle one) attendee for the nights selected above (at the double occupancy rate). Please contact me with assistance to connect with another registrant seeking room-sharing accommodations. I understand that if no arrangement can be made, I will be contacted to adjust my lodging reservation.

ACFW MEMBERS		
Registration Date	Saturday Only	Friday & Saturday
Before Jan 16	\$134	\$194
Jan 16 - Feb 28	\$154	\$214
Mar 1 - Mar 20	\$179	\$239

NON-MEMBERS		
Registration Date	Saturday Only	Friday & Saturday
Before Jan 16	\$149	\$209
Jan 16 - Feb 28	\$169	\$229
Mar 1 - Mar 20	\$194	\$254

Circle your conference rate on the appropriate rate box above and write it on the line designated below.

Circle the price of each bonus add-on you would like from the options below and put the combined total on its line below.

OPTIONAL BONUS ADD-ONS	
Professional Manuscript Critique	\$25

### Registration Totals

Conference Registration \$ \_\_\_\_\_

Total Bonus Add-Ons (if any) \$ \_\_\_\_\_

Lodging Reservation (if any) \$ \_\_\_\_\_

Discount (if applicable) \$ - \_\_\_\_\_

**Conference Total:** \$ \_\_\_\_\_

OPTIONAL: I'LL PAY 50% NOW (see details on the reverse of this form).

Email your completed form to the address below for timely processing. A reply with invoice will be emailed to you for secure digital payment via credit/debit card. Registration is complete upon receipt of full payment.

Email to: [conference@acfwcosprings.com](mailto:conference@acfwcosprings.com)

Alternate postal mail instructions are posted on the reverse of this form.

## WHAT IS INCLUDED IN YOUR WITS REGISTRATION?

Registration fees include:

- your admission badge,
- all conference materials and handouts,
- buffet style lunch on Saturday, and
- beverage/snack breaks on Friday and Saturday

NOTE: Those who lodge on site at Glen Eyrie also receive a full buffet-style breakfast included on every morning of their stay.

Friday's supper is not included in your registration, but those who register for both conference days have an option to sign up on site for one of several small groups that will be eating supper and socializing at various local restaurants on Friday evening. This meal is self-pay.

## PREPARING THE WITS REGISTRATION FORM

Be sure to print legibly and provide all the information that applies to you. Circle your selections on the rate charts and take care to total items correctly.

### CHAPTER MEMBER

**DISCOUNT:** By using this paper form rather than registering online, Colorado Springs chapter members are entitled to a special \$20 discount on registration. Don't forget to include this discount, if you qualify.

Email any questions to: [conference@acfwcosprings.com](mailto:conference@acfwcosprings.com)

## RETURNING THE COMPLETED FORM

You may scan (or clearly photograph) your completed form and email it to the registrar at: [conference@acfwcosprings.com](mailto:conference@acfwcosprings.com) You'll receive a digital invoice by email that you can pay online with a debit or credit card. If you prefer to mail the form with a check, please send to the address shown below. **Make checks payable to ACFW-CS.** The registrar will email your confirmation and receipt when your registration is processed.

MAIL TO: Write in the Springs / ACFW Colorado Springs  
P.O. Box 7862  
Colorado Springs, CO 80933

## EARLY REGISTRATION 50% DEPOSIT OPTION

Register by the end of Early Registration (Jan 15), and you may choose to pay 50% of your conference total as a deposit and be billed for the balance, to be due by the end of the Standard Registration Period (on Feb 28).

*(Note: Only available with mail-in registration – not offered through Eventbrite.)*

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Registration Totals  
Conference Registration \$194  
Total Bonus Add-Ons (if any) \$25  
Lodging Reservation (if any) \$320  
Discount (if applicable) \$-20  
Conference Total: \$519

OPTIONAL: I'LL PAY 50% NOW (see details on the reverse of this form) \$259.50

## SCHOLARSHIP OPPORTUNITY

A limited number of scholarships are available for national ACFW members with financial limitations who would like to attend. The application deadline is the last day of Early Registration (Jan 15). Look for detailed instructions and qualifications on our website: [acfwcosprings.com/WITS-2023/](http://acfwcosprings.com/WITS-2023/)

## CANCELLATION & REFUND POLICY

Registrants who cancel their plans by the end of the Standard Registration period (Feb. 28) will have a 15% cancellation penalty deducted from their registration fee and a \$25/night penalty deducted from the amount paid for lodging reservations. If cancellation occurs during the Late Registration period (Mar. 1-20), a 50% penalty of registration applies, and the lodging refund is available only if the room can be successfully rebooked. No refunds are available after March 20<sup>th</sup>.