**Spring Quarterly Business Meeting Registration Form**

### May 15 & 16. Red Lion Salem (NEW LOCATION)

The O4AD Spring Quarterly Business Meeting begins on Tuesday, May 15, 2018. We will start with the Plenary on Tuesday morning and move to small group meetings in the afternoon. Day two will include small group meetings and a box lunch to pick up at the hotel.

\*\*Registration Deadline: May 7, 2018

***Please fill out one registration form for each individual attending.***

|  |  |
| --- | --- |
| Name: | Email: |
| \*Disability Attendant Name: |
| Agency: |
| Agency Address: |
| Special Needs (i.e. Braille, raised tables, audio tapes, interpreter): |
| Dietary restrictions: \_ vegetarian \_ vegan \_ gluten free \_ food allergy (please list) |

\_\_ I am registering for both days – (Continental breakfast, lunch, and afternoon snacks included with all registrations). If you will have an attendant with you, please check the appropriate box below.

\_\_ I am attending one day only - Please check appropriate box below

|  |  |  |
| --- | --- | --- |
| May 15 ($65) \_\_\_\_ | May 16 ($65) \_\_\_\_ | Both Days ($130) \_\_\_\_ |
| \*Disability attendant:  | 1 day ($35) \_\_\_\_ | 2 days ($70) \_\_\_\_ |
| $10 late registration \_\_\_*\*Registrations received after* ***May 7*** | Total amount enclosed: |

Please indicate which groups you will be meeting with:

|  |  |  |
| --- | --- | --- |
| AAA Directors \_\_\_ | Nutrition \_\_\_ | Program Managers \_\_\_ |
| Contract/Fiscal Mgrs \_\_\_ | SAC/DSAC \_\_\_ |

*Cancellation & Refund Policy:* Cancellations made **prior** to 7 days from the start of the meeting are refundable. Cancellations made **7 days** and less from the beginning of the meeting are refundable less the site costs per person. “No Shows” are not refundable. Extraordinary circumstances will be considered on a case-by-case basis.

**Email or Fax registration form to: 503-463-8715 or** **info@o4ad.org**

Mail **payment** and registration forms to: ***Action* *for Services for Oregon’s Older Adults and People with Disabilities.***

**PO Box 2777. Salem, OR 97308**

For Office Use:

Registration filed: \_\_\_

Payment Rec’d: \_\_\_\_

### Questions? Please call us at 503-463-8692

***Please keep this page for your reference.***

### The Red Lion Hotel Salem is pleased to host the O4AD Quarterly Business Meeting

**Red Lion Hotel Salem**

3301 Market Street NE

Salem OR 97301

503.370.7888

**Our meeting and room block is at the Red Lion Hotel Salem for this meeting.** Please call 503-370-7888 to make your reservation and ask for our group rate. <https://www.redlion.com/salem>.

***Tentative Schedule – subject to change***

*Tuesday, May 15* *Wednesday, May 16*

8:30 am Continental Breakfast Available 8:00 am Continental Breakfast

 Registration Open Morning Small group meetings

9:30 am Plenary Session/Meeting begins 11:30 am Lunch & adjourn

12 pm Lunch

1:15 pm Small Group Sessions then adjourn

**Oregon Association of Area Agencies on Aging & Disabilities (O4AD)**

PO Box 2777. Salem, OR 97308

**Phone:** 503-463-8692 **Fax:** 503-463-8715

**Email**: info@o4ad.org [www.o4ad.org](http://www.o4ad.org)