

GROUP REGISTRATION INSTRUCTIONS **Submission Deadline is April 15, 2009**

Dear Group Leader,

Thank you for the initiative and time you have taken in organizing a group for our upcoming conference. Please take the time to read through the following instructions so as to best help us in our administrative details and to help your group.

- ❖ You must have a **minimum of 10 persons** to be eligible for the group rate.
- ❖ Please give a name to your group in the space provided. This will help us to process your registration.
- ❖ Applications must be **submitted together** and mailed or faxed with Group Summary Sheet to:
CAC, Attn: Conference Registration, P.O. Box 12464, Albuquerque, NM 87195-2464.
(Faxes are only acceptable if all registrants are paying with a credit card. Fax to 505-242-9518.)
Note: Packet must be postmarked or faxed by April 1, 2009.
- ❖ You must use the enclosed registration forms (reproduce as necessary) for each member of your group. Individual payments are acceptable (check or Visa/MasterCard); however, all payments **must be paid in full (\$115 per person)** and be sent in together with the registration forms and summary sheet.
Note: If one of your group members filled out his or her registration on another registration form, please take the time to transfer the information to one of the group registration forms.
- ❖ **All** information on the Group Summary Sheet must be completed.

Other Important Information

- ❖ Those who have already registered as individuals cannot change their registration to the group rate.
- ❖ If you have already registered a group and would like to add additional people to that group, you may do so; however, you may only add registrants to an existing group **once**. These additional registrants must be submitted on group registration forms together with the **group registration addendum sheet**, postmarked (or faxed) by April 15, 2009. Be sure to identify the original group name and group leader.
- ❖ Confirmation letters will be sent by the CAC **to each individual group member**
- ❖ Lodging at La Cittadella (conference venue) is limited so we ask that you book your rooms as soon as possible by emailing ospitalita@cittadella.org or by fax to: (U.S. residents use) 011399075512445 (International residents use) 0039075812445. Please include dates wanted and all contact information.

If you are in need of assistance, or need clarity on any of this information, please contact Paula Montoya at (505) 242-9588 ext. 119, or email her at pmontoya@cacradicalgrace.org.



Center for Action and Contemplation

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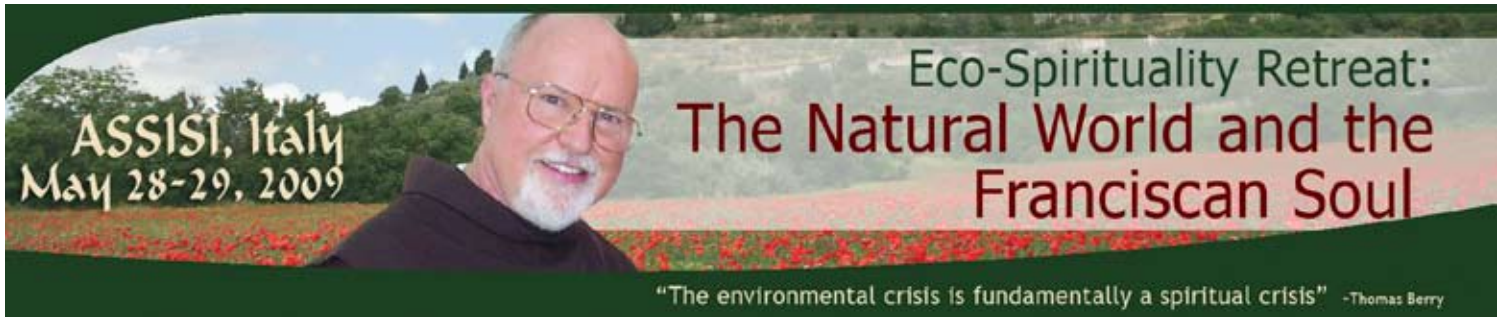
GROUP REGISTRATION SUMMARY SHEET  **Submission Deadline is Apr 15, 2009**

Group Name	
Group Leader	
Daytime Phone	
Evening Phone	
E-mail	
Best way to contact	
Best time to contact	

Information of Group Participants

(duplicate this form as necessary if there are more registrants in your group)

	Name (please print clearly)	Email	Telephone #	Reg. form enclosed?	Payment type: Check C.C.
1				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
11				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
12				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
13				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
14				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
15				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>



GROUP REGISTRATION ADDENDUM SHEET  Submission Deadline is April 15, 2009

Use this form when adding additional registrants to an existing (already registered) group. Please note that you may only add additional registrants to an existing group **ONCE**. The Group Leader's name on this form should match the Group Leader on your original Group Registration Summary Sheet.

Group Name	
Group Leader	
Daytime Phone	
Email	

These are ADDITIONAL registrants to my group. Information of Group Participants
(duplicate this form as necessary if there are more additional registrants in your group)

	Name (please print clearly)	Email	Telephone #	Reg. form enclosed?	Payment type: Check C.C.
1				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
3				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
4				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
5				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
6				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
9				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
10				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
11				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
12				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
13				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
14				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
15				<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

ADDITIONAL
REGISTRANTS
TO AN EXISTING REGISTERED GROUP



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