



**Forensic Laboratory Counsel Training  
Registration Form  
April 10-12, 2019  
Richmond, Virginia  
Registration Deadline – March 29, 2019**

Please mail this form with check, money order, or purchase order for the registration fee to: **Virginia Department of Forensic Science, Attn: Amy Curtis, 700 N. 5<sup>th</sup> Street, Richmond, Virginia 23219.** Registration forms must be received by **Friday, March 29**. Faxed registration forms will not be accepted.

**REGISTRANT INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Agency: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Province: \_\_\_\_\_  
Zip/Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Hotel: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_  
Emergency Contact Phone: \_\_\_\_\_  
Please list any special dietary requirements: \_\_\_\_\_

*We will make every effort to fulfill every special dietary request.*

**ADA ACCOMMODATIONS**

Please list any ADA accommodation requests: \_\_\_\_\_  
\_\_\_\_\_

*Please note: This ADA Accommodation request refers to training session accommodations (e.g. wheelchair access, assisted listening devices, etc.). ADA accommodations related to hotel room reservations should be directed to the hotel when making reservations. ADA Accommodations are required by the registration deadline (March 29, 2019). Requests received after this date may not be processed or fulfilled in time.*

## REGISTRATION FEE

A registration fee of **\$45.00** is due with the submission of this registration form. The registration fee covers electronic access to written materials provided by presenters, lunches on Thursday, April 11, 2019, and Friday, April 12, 2019, and snacks and beverages provided during scheduled breaks.

***No registration will be accepted from a prospective attendee unless that attendee is currently a licensed attorney in a position where he or she advises forensic laboratory management or litigates on behalf of a forensic laboratory as part of his or her job duties.***

***Please note that no Continuing Legal Education (CLE) Credit is available for this training.***

## PAYMENT PROCESSING

All payments should be made to the Treasurer of Virginia. Attendees will automatically receive a registration confirmation via email upon acceptance of registration.

Email receipt copy to: \_\_\_\_\_

Check Enclosed       Money Order Enclosed       Purchase Order (Attach Copy)

**Refund Policy:** All requests for refunds must be submitted via mail or email to [amy.curtis@dfs.virginia.gov](mailto:amy.curtis@dfs.virginia.gov). No refunds will be made after April 8, 2019.

## HOTEL INFORMATION

A room block has been reserved at the Hampton Inn & Suites by Hilton Richmond-Downtown at 700 E. Main Street, Richmond, VA 23219. A special government room rate of \$147.00 per night (taxes and fees excluded) is **available until March 11, 2019** or until the group block is sold-out, whichever comes first. Rooms may be reserved by calling the hotel at (804) 709-0934 or utilizing the following link: [https://hamptoninn.hilton.com/en/hp/groups/personalized/R/RICEMHX-DFS-20190409/index.jhtml?WT.mc\\_id=POG](https://hamptoninn.hilton.com/en/hp/groups/personalized/R/RICEMHX-DFS-20190409/index.jhtml?WT.mc_id=POG). A shuttle will be provided from the hotel to the training location at the start and end of each day.

Questions? Contact Amy Curtis, Department Counsel, Virginia Department of Forensic Science, at [amy.curtis@dfs.virginia.gov](mailto:amy.curtis@dfs.virginia.gov) or (804) 786-2281.