



BRIDGING THE GAP

TACA 1976 – 2016

Court Coordinators • Administrators • Managers • Secretaries • Judges

OCTOBER
24 – 27
2016

SHERATON AT THE CAPITOL • AUSTIN, TX

Register

\$325*

Credit Hours

up to **16**

More Info

www.mytaca.org
www.cmitonline.org

40th Annual Texas Association for Court Administration Education Conference



SHERATON AT THE CAPITOL

701 East 11th Street
Austin, Texas 78701
512.478.1111

CONFERENCE REGISTRATION FEE*

Member: \$325
Non-Member: \$400
Late Fee: \$25

REGISTRATION INCLUDES:

All Written Materials,
Breakfast, &
Afternoon Breaks

QUESTIONS?

Contact Secretariat Monique Holman
at (936) 294-1639 or mholman@shsu.edu

Attire for the conference is business casual. Meeting rooms are often cold, so please bring a jacket or sweater. Smoking is permitted only in designated areas. All electronic devices must be turned off during all meetings.

Cancellation Policy: (A) A full refund of fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat at least 31 days prior to the scheduled start of the program. (B) A refund of 70% of the fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat more than five days but less than 31 days prior to the scheduled start of the program. (C) A refund of 30% of the fees paid will be authorized when a written request for cancellation of conference or program is received by the TACA Secretariat less than 5 days prior to the scheduled start of the program. (D) If no cancellation in writing is received by the TACA Secretariat and no payment has been received 5 days prior to scheduled start of the program. You will be charged 70% of the cost of registration fee. (E) No refund will be given for participants that do not attend the program and no advance notice of cancellation is received. (F) Substitutions may be made for persons that are unable to attend. Advance notice is requested. (G) The TACA Board may make exceptions to the refund policy in the event of an emergency that prevents the participant from attending as scheduled.

40th Annual Education Conference

October 24 – 27, 2016

Name: _____

Agency/Court: _____

County: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Please list any special needs (dietary or disability) _____

Method of Payment (check one)

[] Purchase Order: # _____

[] Check (Made out to the Texas Association for Court Administration)

Signature of Participant: _____

By signing, participant agrees to the terms of the Refund & Cancellation Policy as described in this informational flyer.

Please return this form to:

Texas Association for Court Administration
Correctional Management Institute of Texas
Sam Houston State University
Huntsville, TX 77341-2296
Fax: (936) 294-1671

You can also register online at www.cmitonline.org

Please check if either of these apply:
First Time Attendee? CMP

DUPLICATE AS NEEDED FOR MULTIPLE REGISTRATIONS