

## **Registration Information and Instructions:**

**REGISTRATION CLOSES MARCH 27th.**

The workshop registration fees (classes) are separate from the lodging and meal fees. You must choose a **registration option** and a **lodging or meal** option. All selections must be made at time of registration. Complete the information requested on the registration form and select your classes. Enclose a check or money order with this form and mail to the address at the bottom of the form. Send PayPal payment (+3.5% processing fee) for online registration to **shuttlebirds.workshop@yahoo.com**.

Registration will be processed upon receipt of payment by check or PayPal. Payment must be received within 48 hours for PayPal or 5 business days for US mail. If payment is not received within this time frame, your registration will be processed based on the date payment is received.

**Workshop Registration Options** - include 3 classes per day  
Friday & Saturday or Friday only or Saturday only

### **Lodging & Meal Options**

Lodging and meal prices are **per person**.

These are contracted packages and we are unable to make substitutions or give discounts for meals not taken.

All rooms are double or triple occupancy (twin beds, or can be made up as a king).

~~A limited number of single occupant rooms will be available and will be on a first come basis.~~

Single occupancy rooms are full as of February 8, 2017.

The RV sites include meals (no discount is allowed for meals in your RV) and have water & electrical, but no sewer. They are located downhill by the river and a ways away from the main buildings.

We are charged a day use fee of \$10 for everyone that is at the conference center. This fee is included in all lodging and meal packages as noted below. However, if you plan to have someone join you for any meal or other reason, then the day use fee will apply and must be included with your registration fees.

There will be no meal provided on Thursday evening.

**Lodging Package 1** - 3 nights and 7 meals. Day use fee is included.

nights - Thursday, Friday and Saturday

meals - Friday & Saturday - breakfast, lunch and dinner, & Sunday - breakfast

**Lodging Package 2** - 2 nights and 5 meals. Day use fee is included.

nights - Thursday & Friday

meals - Friday - breakfast, lunch and dinner, & Saturday breakfast and lunch

optional - Saturday dinner

### **Meal Packages - no lodging**

2 day registration - lunch and day use fee for both days

1 day registration - lunch and day use fee

optional - Dinner for Saturday and/or Saturday

**Visitors Only - no lodging or meals.** Day use fee will apply.

Thursday evening activities - shopping & early check-in (this is the day use fee)

A spouse, guest or visitor that will be joining you for any day or part thereof.

## **Additional Information:**

### **Roommates:**

If you have a preference for roommates, please list them on the registration form where indicated. If you need a roommate, we will do our best to match you up. We reserve the right to assign additional roommates as necessary to fill the rooms.

**Meals - Special dietary needs:**

Meals are served family style at 7:30 am(8:00 am on Sun.), noon and 5:30 pm. The kitchen staff at Ross Point will work directly with anyone that has special dietary needs. You will be provided with a link or phone # when you register. It will be your responsibility to contact them with your needs.

**Emergency Contacts:**

Please provide the names and phone numbers of two contacts in case of an emergency. We are required to have a log of emergency contacts for everyone at the workshop.

**Parking:**

The parking lot has a limited number of spaces and will be reserved as follows: 1) for those with disabled permits and/or mobility issues and 2) those attending classes only. After you unload, please move your car to the perimeter parking areas. A map will be provided at check-in.

**Scent Free Event:**

As a consideration to those with allergies, please remember no perfumes, lotions, after shave, hair spray, essential oils, etc.

**Smoking:**

No smoking is permitted in any building. Smoking is allowed only in designated areas and must be away from non-smokers.

**Arrival / Departure Times:**

You may begin arriving at Ross Point **no earlier** than 4:00 pm on Thursday. Check-in time will be as follows:

Thursday, May 4th	4:00 - 9:00 pm
Friday, May 5th	8:30 - 9:30 am
Saturday, May 6th	8:30 - 9:30 am

Check-out time for the rooms is as follows:

Saturday, May 6th	5:15 pm (2 night stay), right after the last class
Sunday, May 7th	9:30 am (3 night stay)      Departure time is 10:00 am.

**Cancellation Policy:**

Sometimes life happens and we understand. Cancellation requests will be refunded as follows:

received: prior to March 1	full refund of registration and lodging/meal fees
March 1- April 1	registration fees less \$15, lodging/meal fees less 50%
after April 1	registration fees less \$15 lodging/meal fees - no refund

Please allow 2-4 weeks for the refund to be issued.

**Questions:**

If you have any questions, please ask before submitting your registration.

shuttlebirds.workshop@yahoo.com      or call (509)489-2618