

105th HAMPTON UNIVERSITY
MINISTERS' CONFERENCE

Registration Directions

PLEASE ADHERE TO THE FOLLOWING REGISTRATION GUIDELINES.

1. **EARLY PRE-REGISTRATION ENDS: April 1, 2019 (\$200.00).**
2. **DEADLINE FOR ONLINE AND MAILED-IN REGISTRATION ENDS: May 3, 2019 (\$225.00).**
3. **PLEASE USE ONE FORM PER PERSON** (Duplicate as necessary or register online at <http://minconf.hamptonu.edu>.)
4. **NO PERSONAL OR CHURCH CHECKS.** Cashier's checks, certified checks, or money orders should be made payable to **HUMC**. MasterCard, Visa, Discover and American Express cards are accepted. **DO NOT SEND CASH.**
5. Credit card applications may be faxed to (757) 727-5643. **ATTENTION: SPECIAL PROJECTS.**
6. Mail the completed form with your payment to: **HAMPTON UNIVERSITY, OFFICE OF SPECIAL PROJECTS, P.O. BOX 6396, HAMPTON, VA 23668.**
7. On-site registration begins at 4:00 p.m. on **SUNDAY, JUNE 2, 2019** at Holland Hall.
8. Dormitory check-in time for all who pre-registered is 2:00 p.m. on **SUNDAY, JUNE 2, 2019.**
9. Dormitory check-out time for all participants is 2:00 p.m. on **FRIDAY, JUNE 7, 2019.**
10. You will be assigned a roommate when your reservation is received. If you are naming a roommate, his or her registration and room fee should be included with your form and fees.
11. **There is a \$25 NONREFUNDABLE PROCESSING FEE** for all refunds. All refund requests must be made in writing. **NO REFUNDS WILL BE GIVEN AFTER MAY 17, 2019.**
12. For registration information, please call the Office of Special Projects at (757) 727-5681.
13. **For information regarding CDs and DVDs,** call the Media Productions office at (757) 727-5433 or (757) 727-5167.
14. For all general Conference information, please call the Office of the Executive Director and Treasurer at (757) 727-5340.
15. You may email us at: ministersconf@hamptonu.edu
16. **Children under 18 are not permitted. All attendees must be properly registered for the weekly activities (NO DAILY RATE).**