

Conference Information

Conference Options: Write in the Springs allows you to tailor the conference to meet your needs and budget. You can choose just the information-packed “main event” on Saturday or make it a 2-Day event with Friday’s half-day interactive coaching class and evening social networking time. We also offer optional professional photography and manuscript critique options.

Lodging at Glen Eyrie: Take advantage of lodging at the awe-inspiring Glen Eyrie property for up to four nights and soak in the serenity of Glen Eyrie’s inspiring grounds. Please Note: Our room block is for standard hotel-style rooms within (1/2 mile) walking distance of the castle meeting room. Each is equipped with two queen beds and a private bath. Free Wi-Fi, but no TV. If you wish to extend your stay beyond the dates offered, such inquiries may be made through the conference registrar before registering.

What Is Included? Full details on the workshops and sessions offered on Friday and Saturday may be reviewed on our website (acfwcosprings.com). Registration fees include all hand-out materials and a full buffet breakfast and lunch in the King James Dining Room of the castle on Saturday. Meals are not included on Friday, but registrants may opt to join one of several small groups making Friday supper reservations at nearby restaurants.

Registration Form Instructions

1) Fill out the registration form, taking care to print all the required information legibly. Take care to complete and calculate your registration accurately in order to avoid a delay in processing. *Note: Attendees who coordinate with others to share lodging should each fill out separate registration forms.*

2) Scan or clearly photograph your completed registration form and email it to the registrar at: conference@acfwcosprings.com. In reply, you will receive an invoice with a secure link for credit/debit card payment. Full payment completes your registration, and you will receive a digital receipt via PayPal (our payment processor). No PayPal account is required to use our link.

Other Registration and Payment Methods: The conference registrar also accepts registrations by mail and in person at chapter meetings. Payments by check (payable to ACFW-CS) and cash are accepted. Please be aware that registration forms sent via postal mail are processed on the day they are received. If the conference or lodging should reach capacity on or before processing, your registration may need to be adjusted, deferred to a waiting list or possibly denied (with payment returned). Mail-in registrants will be notified by email of the status of their registration once it is processed.

Mail to: ACFW Colorado Springs
c/o Diane Campbell, Registrar
9515 Blue Grass Pl
Colorado Springs, CO 80925.

Email the Registrar:
conference@acfwcosprings.com

CHAPTER MEMBERS!

Don't forget to apply your \$20 discount on the paper form. It's your reward for not using Eventbrite!

3) **PLEASE DO NOT mail in registrations after Friday, March 20, 2021.** Contact the conference registrar by email to arrange for late registration, space permitting. All registrations close on March 28, 2021.

Our Refund Policy: Registrants who cancel their plans by March 1, 2021 will have a 15% cancellation penalty deducted from their refund of registration fees. After March 1, 2021, a 50% penalty of the registration fees applies. Registration transfers (sales) are allowed. If you wish to request a refund or transfer your ticket, contact the conference registrar by email: conference@acfwcosprings.com for assistance.

2021 Annual Write in the Springs Conference Official Registration Form

Name: _____

City, ST: _____

Email: _____

Phone: _____

ACFW Member? Yes (yellow rate box) No (blue rate box)

Badge Name: _____

Special diet needs: Gluten Free Dairy Free
 Vegetarian Vegan Other: _____

CONFERENCE REGISTRATION → → → → → → → →

GLEN EYRIE LODGING RESERVATION (please check one option)

Please reserve on-site lodging for me at Glen Eyrie according to the nights and occupancy selections I've circled below.

I DO NOT require a room reservation at Glen Eyrie for the conference.

THU | FRI | SAT | SUN

Room Occupancy	Single	Double	Triple	Quad
Per Person/Per Night	\$179	\$90	\$63	\$49

Prices shown include sales tax.

For multiple occupancy, please provide the names of each person in your party. Check the box for any roommates whose lodging you are also paying for with this registration.

Name: _____

Name: _____

Name: _____

I require accessible accommodations.

I would like to share a room with a FEMALE / MALE (circle one) attendee for the nights selected above (at the double occupancy rate). Please contact me with assistance to connect with another registrant seeking room-sharing accommodations. I understand that if no arrangement can be made, I will be contacted to adjust my lodging reservation.

ACFW MEMBER RATES		
Registration Date	Saturday Only	Friday & Saturday
Before Jan 11	\$134	\$194
Jan 11 - Mar 7	\$150	\$210
Mar 8 - Mar 28	\$160	\$220

NON-MEMBER RATES		
Registration Date	Saturday Only	Friday & Saturday
Before Jan 11	\$154	\$214
Jan 11 - Mar 7	\$170	\$230
Mar 8 - Mar 28	\$180	\$240

Circle your conference rate on the appropriate rate box above and write it on the line designated below.

Circle the price of each bonus add-on you would like from the options below and put the combined total on its line below.

OPTIONAL BONUS ADD-ONS	
Professional Manuscript Critique	\$25

Registration Totals

Conference Registration \$ _____

Total Bonus Add-Ons (if any) \$ _____

Lodging Reservation (if any) \$ _____

Discount (if applicable) \$ - _____

Conference Total: \$ _____

Scan your completed form and email to the conference registrar for timely processing. An invoice will be emailed to you with a link for easy digital payment via Credit/Debit card. Your registration will be complete upon receipt of full payment.

Email to: conference@acfwcosprings.com

Please see instructions for alternate postal mail instructions, if necessary.