

**Step Up
Step Forward 2010**
MIDWEST CHAPTER / MLA & WHSLA
SEPTEMBER 24 - 28 □ MADISON, WI

Use this form to request a refund of payment made for conference registration, CE courses, and extra tickets.

100% refunds (minus a \$25 handling fee) are available for cancellations before or on August 23, 2010.

50% refunds (minus a \$25 handling fee) are available for cancellations after August 23 through September 18, 2010.

0% refund is available for cancellations after September 19, 2010

All refunds must be submitted (or postmarked) by September 18, 2010. Refunds will be made by check only; credit card payments cannot be refunded back to the card.

Name _____ Date _____

Make refund check payable to _____

Send refund check to _____

Refund(s) for (check all that apply)

Conference registration: full one-day
 before August 23 After August 23 (Registration Chair can confirm date)
 member non-member student

CE Registration (specify course(s)): _____

Extra Tickets: Sunday Special event at MMoCA

Comments:

Your Signature _____

Phone _____ Email _____

Mail or fax this refunds request form to: Mary Hitchcock, Registration Chair, Ebling Library
University of Wisconsin-Madison, 750 Highland Ave., Madison, WI 53705. Fax: 608-262-4732
Questions? Contact Mary Hitchcock at 608-263-9332 or mhitchcock@library.wisc.edu

For Committee Use

Conference Finance Chair _____ Date _____

Amount _____