



## Virginia Conflict of Interest and Ethics Advisory Council Lobbyist E-Filing Training Registration Form

(Please Print Clearly)

To register for the Lobbyist E-Filing Training, please complete the following form. All fields in this form are required to be filled out by the participant in order to process the registration.

Last Name	First Name	Middle Initial
Address		
City	State	Zip
Phone Number	Email Address	
Company		

10 a.m. - 12 p.m. (AM session)

1 p.m. - 3 p.m. (PM session)

The lobbyist e-filing training will be held on November 12, 2015, at the Patrick Henry Building, 1111 East Broad Street, Richmond, Virginia 23219; East Reading Room (1035) on the 1st Floor. There will be a morning and afternoon session.

Email forms to Iris Fuentes at [ifuentes@dls.virginia.gov](mailto:ifuentes@dls.virginia.gov). Please put in the subject line: **LOBBYIST REGISTRATION either AM or PM.**

If you need to cancel a registration, send Iris Fuentes an email and indicate on the subject line that it is a **LOBBYIST REGISTRATION CANCELLATION either AM or PM.** Please give at least 24 hours' notice for a cancellation.

**Please note: Registration is limited to 50 people per session; therefore, please submit your form early in order to secure a seat for that time.**

### Building Access

State employees are required to show their state identification badges upon entering the Patrick Henry Building. Non-state employees will be required to go through a security screening, provide identification, and sign in with building security, so please plan to arrive early.

### Directions

Click link to download the directions to the Patrick Henry Building.

### Parking

Parking is not provided.