

Registration Form

Revised 1/23/26

American Planning Association – Washington Chapter

Planning in Italy: Santa Vittoria in Matenano

May 10 – 15, 2026

Registrant Information

Name of participant _____

Mailing address _____

Email address _____

Cell phone number _____

Names and ages of any accompanying family member(s) _____

Contact information (in the US) in case of emergency _____

Please initial your confirmation and agreement:

___ I understand that the fee for this course does not include airfare and other expenses outside of the course, including meals where not specifically noted, and that there is an additional fee for family members or guests, if they participate in group meals and/or field trips.

___ I will provide documentation of travel insurance to cover flight cancellations, accidents, medical care, etc. Note: Emergency medical services at hospitals are provided at no cost in Italy. Additionally, the town has EMT's and ambulances in case of emergency, also at no cost.

___ I will arrange to have cell phone service usable in Europe, to enable communication during the course, and in case of emergency. Wi-Fi will not always be available at all locations or activities, therefore cell service is obligatory.

___ Shuttle bus service will be provided on May 10 between Porto San Giorgio, the nearest large city with a train station and express bus stop, and Santa Vittoria, the course venue. You will be sent a map of the pick-up location. All those who do not wish to take advantage of this single transportation window will need to arrange their own transportation to Santa Vittoria in Matenano, and we can assist with this if needed.

___ I will assume the cost of renting a vehicle, if one is desired.

Note: Travel associated with field trips will be provided by charter bus. Car rental is only necessary for those who want to travel outside of course activities, or for lodging outside of the village.

___ I understand that Santa Vittoria is a hill town, with some steep lanes, and that some field trips will involve walking. Activities and travel inside the town are not strenuous, except for the walk to the top of the hill where the Monastery is located.

___ Registrants are responsible for meals not stipulated in the course program description.

Please note, there are two excellent restaurants in Santa Vittoria and many in the surrounding area. We are available to assist in making reservations upon request.

___ The APA-WA Chapter will provide up to 22 CM credits based on course and activity attendance at this event.

Registration Fee:

This fee covers all seminars and field trips, shuttle bus transportation on first and last day, the Welcoming Banquet at Ristorante Farfense on the 10th, four group lunches during seminars or field trips, the Farewell Aperitivo at Casa Bertolini on the 14th:

___ **1,600.00 euros.**

Additional fee for a partner, guest or family member who will be attending groups meals and field trips This includes the Welcoming Banquet, four group lunches during field trips or seminars, the Farewell Aperitivo, and ground transportation as noted in the course description:

___ **300.00 euros per additional guest**

Notes:

An earlier announcement indicated higher fees. We have managed to reduce costs with vendors.

Registration requires a non-refundable deposit of 500 euros by **February 10, 2026**.

Once we have determined lodging, the remaining funds for registration and lodging must be received by **March 10, 2026**. To ensure funds are received by these dates, please begin the payment process with sufficient time to ensure payments are made. Instructions are outlined below.

For **cancellations after April 10, 2026**, refunds will only be available at **50%**, and refunds for accommodation will **not be made** after that date.

Options for Lodging

Lodging costs are in addition to the base fee. There are three levels of accommodation with different costs. Specific assignments will be made on a first come, first served basis. Please refer to the section on lodging in the Course Description and circle your first and second preferences.

First preference:

Lower Cost: 65 euros / room / night L

Mid-range Cost 85 euros / room / night M

Higher Cost: 110 euros / room / night H

Second preference:

Lower Cost: 65 euros / room / night L

Mid-range Cost 85 euros / room / night M

Higher Cost: 110 euros / room / night H

Other than any family members, are you part of a group attending together? If so, we will do our best to place you together in lodging. Please indicate the names of other parties in the group:

If we are unable to meet either of your preferences as noted above, we will contact you to discuss the remaining options. Once we have agreed on your lodging, final payment for registration and lodging should be sent. In addition, lodging is limited and organized by the lodging providers, therefore lodging assignments cannot be changed once confirmed

Payment Method

Please note, all fees are in euros as the exchange rate for dollars has been volatile. It may be worthwhile investigating which payment method best suits your needs.

- WISE money transfer or payment.
- Online payment, electronic check, or money transfer to WISE account.

USD transfers do not have a fee unless one is charged by your own bank.

- Payment can be sent either using your online banking app, an electronic check, your physical bank branch, or through the WISE app on your phone/computer

The banking information to send the transfer is as follows:

Name: Sunny Savina Bertollini (Mark Hinshaw's wife, who is managing bank transfers)

Account number: **8310112952**

Account type: checking

Routing number (for wire & ACH): **026073150** (only used for domestic transfers in USD)

Swift / BIC: **CMFGUS33** (only used for international Swift transfers)

Account information:

Sunny Savina Bertollini

Wise Tag: sunnyb21

Via Palestro, 17

Santa Vittoria in Matenano, FM 63854

+39 366 8779038

Bank name & address: Community Federal Savings Bank 89-16 Jamaica Avenue
Woodhaven, NY, 11421 United States

If issues with transfers are encountered, Sunny Bertollini can be reached by email at savinathewhite@gmail.com

Hold Harmless Agreement

The participant (and any accompanying family members or guests), hereby releases, waives, discharges and holds harmless the Washington State Chapter of the American Planning Association, a Washington nonprofit organization, and its affiliated associations, officers, directors, employees, and group organizers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by participant, or to any property belonging to participant, while participating in activities related to this course.

Signature _____ Date: _____

➔ Register to reserve your place.

The non-refundable deposit of €500 euros must be received by

FEBRUARY 10, 2026.

Total payment for the course and the lodging must be received before

MARCH 10, 2026.

Registration Forms should be sent to Mark Hinshaw at:

hinshaw.mark@yahoo.com

Payment questions can be addressed to Savina Bertollini at:

savinathewhite@gmail.com

Please note, registration will be limited to a maximum of 25 people (including guests), anyone unable to register this year, will be cordially invited to the 2027 Course.