

REGISTRATION FORM

PARTICIPANT INFORMATION Please type or print information.

First Name	Last Name	Nickname for Badge	
Title		Designation (e.g., IPMA-CP)	
Agency/Organization			
Mailing Address			
City	State/Province	ZIP/Postal Code	Country
Phone		FAX	
E-mail Address		IPMA-HR Member # (required for all members)	

Check here if you require special accommodations to fully participate or you have special dietary needs. Please attach a written description of your needs. IPMA-HR will make every effort to accommodate your request.

CONFERENCE REGISTRATION FEES Please check the appropriate fee category.

- \$150 Current IPMA-HR members
- \$200 Nonmembers (includes a one-year on-line membership)

REGISTRATION AND PAYMENT

Registrations are processed in the order in which they are received. Full payment must be submitted with registrations. Registrations received without payment will not be processed. Payment must be received prior to workshop.

- FAX registration form with credit card information to (703) 684-0948.
- MAIL registration form with payment payable to IPMA-HR, 1617 Duke Street, Alexandria, VA 22314

Check Enclosed (payable to IPMA-HR)

I authorize IPMA-HR to charge \$ _____ to my: MasterCard Visa

Card#	Expiration Date
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Name of Card Holder	Signature
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Confirmation: We will confirm registration by mail and/or email within 10 days of receipt of your completed registration and payment.

CANCELLATION / REFUND POLICY

- All cancellation requests must be submitted in writing and faxed to (703) 684-0948 or mailed (address above).
- If received in writing before Tuesday, November 7, 2006, IPMA-HR will refund the registration fee less a \$25 processing fee.
- Registration fees will not be refunded for (1) cancellations received after Tuesday, November 7, 2006 or (2) no-shows.
- If you are unable to attend, you may transfer your registration fees to a future seminar. Please contact IPMA-HR for more information.

<p>SEND REGISTRATION AND PAYMENT TO: IPMA-HR 1617 Duke Street Alexandria, Virginia 22314</p>	<p>QUESTIONS ABOUT THE PROGRAM? CONTACT: Carrie Hoover Phone: (703) 549-7100 Fax (703) 684-0948 choover@ipma-hr.org</p>
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