

*Thank your interest in bringing one of IPMA-HR's Compensation/Selection Seminars to your group.
Please consider the following items as you plan your training.*

1. **What dates are you considering?** _____
Most courses require only one day.
2. **Do you have a location for the training?** _____
You will need to provide the following audio visual equipment: LCD projector, screen, flip chart with markers.
3. **How many people do you expect for the training?** _____
Training materials are \$250 for IPMA-HR members and \$300 for non-members. The course materials include the following: course manual, supplemental materials (vary for each course), course evaluations.
4. **Do you know a trainer in your area or do you have a trainer in mind?** _____
IPMA-HR will make every effort to assist with securing a trainer from your area to reduce travel expenses.
5. **Do you have funds for the training?** _____
The sponsoring organization is responsible for any trainer fees and/or expenses (airfare, hotel, meals, etc.). IPMA-HR may be willing to work with your organization to cover the trainer fees and/or expenses if your organization will open the training to IPMA-HR members in your area. *Please note that certain restrictions apply.*
6. **Will you provide food and beverage?** _____
The sponsoring agency is not required to provide food service; however, coffee service is typically appreciated by the participants. There are a couple of options regarding lunch.
 - **Option A** - Have lunch delivered and paid individually by the participants or by a sponsor. For participants unfamiliar with the area it often takes too long and it may delay the afternoon session.
 - **Option B** - Provide a list of lunch options with directions for participants.
7. **Examinations and evaluations will be shipped directly to the sponsoring agency** (unless otherwise specified). Please distribute and collect course evaluations at the end of the course. Please return the evaluations and examinations to IPMA-HR.

Are you ready to proceed with the training?

Please fax in the order form on the following page to 703-684-0948.

Questions?

Please contact the IPMA-HR Professional Development Department
at 703-549-7100 or via email at meetings@ipma-hr.org.

Please complete the order form and return to IPMA-HR via fax at 703-684-0948 or e-mail to meetings@ipma-hr.org

BASIC INFORMATION:

Course Title: _____
 Sponsoring Organization: _____
 Sponsoring Organization Contact: (Contact for questions regarding this order) _____
 Session Dates: _____
 Instructor A: _____ Agency: _____
 Instructor B: _____ Agency: _____

SHIP TO:

Name: _____ Agency: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

BILL TO:

Name: _____ Agency: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____ Fax: _____
 E-mail: _____

ORDER INFORMATION:

Price Per Manual (circle one)

Quantity of Manuals Ordered: _____ X \$ 275—Members \$ 375—Non-Members

Requested Delivery Date: _____

Please be sure to fill out this order form and return it to IPMA-HR, so that we can process your order correctly.

* **Please Note:** Agencies submitting orders with less than 2 weeks notices will require rush shipment (overnight or second day shipping). Rush shipping charges will be added to your invoice.

PAYMENT INFORMATION:

Check Enclosed Credit Card Please Invoice (Members Only)

Credit Card Number: _____ - _____ - _____ - _____ Expiration Date: ____/____/____

Card Holder Name: _____ Amount: _____