

### IPMA-HR Compensation/Selection Seminar Interest Checklist

*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 \$275 for IPMA-HR members and \$375 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 1 - 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 2 - Provide a list of lunch options with directions for participants.
7. **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 to IPMA-HR.

***Are you ready to proceed with the training? Please fax in the order form on the following page.***

Questions? Contact Jessica Allen at (703) 549-7100 or [jallen@ipma-hr.org](mailto:jallen@ipma-hr.org).



**ORDER FORM**  
**IPMA-HR Compensation/Selection Seminar**

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: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**BILL TO:**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

**MANUAL ORDER:**

Quantity Manuals Ordered: \_\_\_\_\_ x \$ \_\_\_\_\_ (fee per manual) = \$ \_\_\_\_\_ total

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

Check Enclosed (made payable to IPMA-HR)

Please Bill

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Holder: \_\_\_\_\_ Amount: \_\_\_\_\_

Questions? Contact Jessica Allen at (703) 549-7100 or [jallen@ipma-hr.org](mailto:jallen@ipma-hr.org)