



Step 1: Basic Conference Registration

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Membership Status: IEDC Member Non-member

Promotion Code (if applicable): _____

	<u>Price</u>	<u># of Attendees</u>	<u>Total Price</u>
IEDC Member	\$545 X	_____	= _____
Non-Member	\$720 X	_____	= _____
Member in Transition / Retired Member	\$185 X	_____	= _____
Honorary Life Member*	\$145 X	_____	= _____
Full-time Student**	\$125 X	_____	= _____

* Honorary Life Members can register for conferences at a reduced rate upon retirement

**Copy of current transcript needed

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219
 Fax form and copy of purchase order to: (202) 223-4745

Step 2: Special Event Registration (optional)

Service Project (Saturday, March 24 1:00 pm - 4:30 pm)	Free	X	_____	=	_____
A Networking Night Out in the Capital City (Saturday, March 24 6:30 pm)	\$55	X	_____	=	_____
Washington, DC Neighborhoods Tour (Sunday, March 25 9:30 am - 12:30 pm)	\$55	X	_____	=	_____
The Ultimate Local DC Meal: BRUNCH! (Sunday, March 25 12:45 pm - 2:30 pm)	\$40	X	_____	=	_____
Washington Networking Reception (Monday, March 26 5:30 pm - 7:30 pm)	Free	X	_____	=	_____

TOTAL / AMOUNT ENCLOSED \$ _____
 (If registering a group of 4 or more, deduct 10% from Basic Registration)

Step 3: Accessibility or Dietary Restriction

If you have an accessibility or dietary restriction need, please specify below. A staff member will contact you no later than 2 weeks prior to the event date.

Step 4: Payment Information

Please select one:

- Check Check Number: _____
- Purchase Order PO Number: _____
- Credit Card Type: _____ Credit Card Number: _____ Expiration Date: _____
- Cardholder Name: _____ Signature: _____

REGISTRATION

- Registrations will only be accepted and processed when payment, or an approved government purchase order, is included.
- Confirmations will be emailed after February 2, 2018.
- Registrations, or changes to registrations, will not be accepted over the phone as this does not provide an

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accurate record of the request.

- To be included in the Conference Attendees List, registrations must be received no later than March 9, 2018.

PAYMENT POLICY – Please read carefully!

- All payments sent to the IEDC office must be received by March 9, 2018 or registrants will be required to resolve unpaid balances onsite (excluding those with government purchase orders).
- Conference attendees with a balance due will be required to remit payment before being admitted to the conference, with the exception of those attendees paying by government purchase order.
- If a copy of your purchase order was not forwarded to IEDC, please present it at the onsite registration desk.

CANCELLATION, REFUND and NO-SHOW POLICY

- Substitutions will be accepted at any time.
- **There will be no refunds or credits for cancellations after March 2, 2018.**
- All cancellation requests must be in writing and can be emailed or sent to IEDC.
- All registered attendees cancelling their registration, will be charged a \$95 processing fee, regardless of when the written cancellation notice was received.
- Cancellation requests received by IEDC prior to close of business on Friday, March 2, 2018 will have their registration fees refunded or credited to a future IEDC event, less the \$95 processing fee.
- A registrant who does not submit a written cancellation, or attend the conference, is considered a "No Show". No-Shows are not eligible for refunds or credits, and are still liable for outstanding balances.

Questions regarding these policies should be directed to the IEDC Conference Registrar, Cherrika Gordon: cgordon@iedconline.org or (202) 942-9463.

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