



# NIGP Educational Programs

Close the gap in your professional development

## Registration Fees

<u>Three Day Seminar:</u>	
<p><b>NATIONAL MEMBERS</b>            Register 60 or more days before the event: Pay only \$550            Register 31-59 days before the event: Pay only \$575*            Register 30 days or less prior to the event: Pay \$625</p> <p><b>NON-MEMBERS</b>            Register 60 or more days before the event: Pay only \$725            Register 31-59 days before the event: Pay only \$750*            Register 30 days or less prior to the event: Pay \$800</p>	
<p><u>Two Day Seminar:</u></p> <p><b>NATIONAL MEMBERS</b>            Register 60 or more days before the event: Pay only \$335            Register 31-59 days before the event: Pay only \$360*            Register 30 days or less prior to the event: Pay \$410</p> <p><b>NON-MEMBERS</b>            Register 60 or more days before the event: Pay only \$475            Register 31-59 days before the event: Pay only \$500*            Register 30 days or less prior to the event: Pay \$550</p>	<p><u>One Day Seminar:</u></p> <p><b>NATIONAL MEMBERS</b>            Register 60 or more days before the event: Pay only \$135            Register 31-59 days before the event: Pay only \$160*            Register 30 days or less prior to the event: Pay \$210</p> <p><b>NON-MEMBERS</b>            Register 60 or more days before the event: Pay only \$200            Register 31-59 days before the event: Pay only \$225*            Register 30 days or less prior to the event: Pay \$275</p> <p style="text-align: right;">* = standard registration fee</p>

## Registration Fee Rules & Instructions:

- Print or type and complete all sections of the registration form. Retain a copy for your records.
- Registration forms and Payment must be received 60 or more days to qualify for the early registration rate.
- Registration forms and payments received 31-59 days prior to the event will be billed at the standard registration rate.
- Registrations forms and payments received 30 days or less prior to the event will incur a \$50 late fee.
- All payments must be made in US funds.

## Payment

- NIGP accepts Visa, MasterCard or American Express. Please include your billing address and card security code on the form when paying by credit card.
- If paying by check, make checks payable to NIGP and mail to the address on the registration form.
- Registration and payment information must be received by the above deadlines in order to qualify for discounts and/or avoid late fees. **If paying by purchase order a copy of the PO must be submitted with your registration form.**

## Methods of Registration

### Fax

- Complete the registration form, include payment information and fax it to 703-736-9639 Attn: Seminar Registrar

### Mail

- Send completed registration form with payment to: NIGP, ATTN: Seminar Registrar, 151 Spring Street, Herndon, VA 20170.

**Internet** – Online Registration is available. Please visit the event information page and click on the “REGISTER” button. Please note if you register online, you will need to use a credit card as your method of payment.

**ONSITE REGISTRATION IS NOT AVAILABLE. PLEASE ENSURE THAT YOU PRE-REGISTER FOR THE SEMINAR.**

## Confirmation

All registrants will receive an email confirmation of their registration.

## Cancellations and Refunds

Registration and payment must be received two weeks before the seminar start date. After this time, registrations will be based on space availability. Refunds will be given only for cancellations made in writing at least seven days prior to the seminar date by emailing [RegistrationInfo@nigp.org](mailto:RegistrationInfo@nigp.org). Cancellations received after this time will be charged a \$75.00 administrative fee. There are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only. Attendee substitutions within the same agency may be done at any time with email notification to NIGP.

*Registration Fees are determined by the NIGP Board of Directors and can be adjusted at any time. Fees indicated are the NIGP's standard rates and may differ according to hosting Chapter. If attending via scholarship, please provide documentation verifying the scholarship issuers name and contact information in lieu of payment information.*

## Questions?

Please contact the NIGP Registration team at [registrationinfo@nigp.org](mailto:registrationinfo@nigp.org) or call 800-FOR-NIGP should you have any questions regarding the event. For local information, please contact the local seminar coordinator listed on the event page on the NIGP website.



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## SEMINAR REGISTRATION FORM

TYPE OR PRINT LEGIBLY (Completion of the entire form is required)

Full Name \_\_\_\_\_

Tel. No. (Include Area Code) \_\_\_\_\_ Ext. # \_\_\_\_\_

Agency \_\_\_\_\_

Fax No. (Include Area Code) \_\_\_\_\_

Title \_\_\_\_\_

Email Address (REQUIRED FOR SEMINAR CERTIFICATE) \_\_\_\_\_

Business Address \_\_\_\_\_



Check here if you require special assistance to fully participate in the seminar. Describe: \_\_\_\_\_

City & State/Province (Include Zip/P.C.) \_\_\_\_\_

**please indicate seminar title, date and city/state you wish to register for:**

### \*NIGP Standard Registration Fees listed\*

*Registration Fees are determined by the NIGP Board of Directors and can be adjusted at any time.*

#### Three Day Seminar:

- National Member - \$575
- Non-Member - \$750

#### Two Day Seminar:

- National Member - \$360
- Non-Member - \$500

#### One Day Seminar:

- Non-Member - \$160
- Non-Member - \$225

### \*PAYMENT INFORMATION\*

#### Fee Total

Enter Standard Fee \_\_\_\_\_  
*(Based on your membership status)*

Special Rate offered by hosting chapter *(If Applicable):* \_\_\_\_\_  
*Fees indicated are the standard rates and may differ according to hosting Chapter. The Chapter may not offer additional discounts/fees listed.*

**NOTE: If paying by purchase order a copy of the PO must be submitted with your registration form.**  
**All payments must be made in U.S. Funds**

Early Reg. Discount (-\$25) \_\_\_\_\_

*Please refer to Early Registration Rate Rules listed on previous page*

Late Registration (+\$50) \_\_\_\_\_

*Please refer to Late Registration Rules listed on previous page*

**GRAND TOTAL** \_\_\_\_\_

Enclosed is a Check/Purchase Order for \$ \_\_\_\_\_ Check/PO number: \_\_\_\_\_ Make checks payable to: **NIGP**

MasterCard  VISA  American Express

Card # \_\_\_\_\_ Exp.Date \_\_\_\_\_ Card Security Code \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_

Credit Card Billing Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cardholder's name if different from registrant: (please print) \_\_\_\_\_

### \*SUBMIT INFORMATION TO\*

Fax Registrations and Payment Information to 703-736-9639 Attn: Seminar Registrar or

If paying by check, mail completed registration form and payment to:

NIGP, ATTN: Seminar Registrar, 151 Spring Street, Herndon, VA 20170

Registration and payment must be received two weeks before the seminar start date. After this time, registrations will be based on space availability. Refunds will be given only for cancellations made in writing at least seven days prior to the seminar date by emailing [RegistrationInfo@nigp.org](mailto:RegistrationInfo@nigp.org). Cancellations received after this time will be charged a \$75.00 administrative fee. There are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only. Attendee substitutions within the same agency may be done at any time with email notification to NIGP. *If attending via scholarship, please provide documentation verifying the scholarship issuers name and contact information in lieu of payment information.*