



# IEDC COLUMBUS 2010

## Step 1: Conference and Workforce Development Registration

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Membership Status:  IEDC Member  Non-member  Partner: \_\_\_\_\_

Promotion Code (if applicable): \_\_\_\_\_

	<u>Price</u>	X	<u># of Attendees</u>	=	<u>Total Price</u>
IEDC Member / Partner	\$952	X	_____	=	_____
Non-member	\$1,122	X	_____	=	_____

## Step 2: Spouse/Guest Registration (optional)

Spouse/Guest \$220 X \_\_\_\_\_ = \_\_\_\_\_

Spouse/Guest Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

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 3: Special Event Registration (optional)**

<u>Tour</u>	<u>Price</u>		<u># of Tickets</u>		<u>Total Price</u>
Honda of America	\$45	X	_____	=	_____
Living on Top of the Old Margarine Factory and Other Stories Dirty Redevelopment Stories	\$45	X	_____	=	_____
Rural Focus – Union County	\$45	X	_____	=	_____
Rickenbacker	\$65	X	_____	=	_____
Technology & Higher Education	\$45	X	_____	=	_____
Bringing Life Back to Downtown Columbus (A 2-hour walking tour)	\$45	X	_____	=	_____

**Special Events**

Golf Outing at OSU Scarlet	\$150	X	_____	=	_____
Transforming Higher Education & Economic Development	\$85	X	_____	=	_____
Chairman’s Reception	\$0	X	_____	=	_____
Preparing for the CEcD Exam	\$0	X	_____	=	_____
Economic Development Ethics Workshop	\$0	X	_____	=	_____
Box Lunch for Ethics Workshop	\$10	X	_____	=	_____
Defining Issues Lunch	\$45	X	_____	=	_____
Networking Lunch in Exhibit Hall	\$10	X	_____	=	_____
Recognition Dinner	\$100	X	_____	=	_____
IEDC Networking Reception	\$0	X	_____	=	_____

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

**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: \_\_\_\_\_

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## **Registration Policy**

- Registrations will not be accepted over the telephone. Written confirmation of your registration will be emailed or mailed to you, beginning in August. If you do not receive a written confirmation, please contact Earnestine Jones (e-mail: [ejones@iedconline.org](mailto:ejones@iedconline.org) or (202) 942-9463.)
- Any changes to your registration must be in writing. You may e-mail or fax your changes to Earnestine Jones (e-mail: [ejones@iedconline.org](mailto:ejones@iedconline.org) / fax: (202) 223-4745).
- In order to guarantee that your name will be included in the Conference Attendees List, registrations must be received by September 10, 2010.
- For speedier on-site processing, payment must be received by September 22, 2010. No one may pick up registration materials without payment.

## **Payment Policy**

- Payment for all registrations must be made in full prior to the conference.
- Registrants will be required to resolve any unpaid balances by check or credit card on-site at the conference, excluding those with government purchases orders.
- Registrations received by fax will only be accepted and processed with a credit card number or a faxed copy of a valid purchase order.

## **Cancellation, Refund and No-Show Policy**

- Substitutions will be accepted at any time.
- All registered attendees cancelling their registration, will be charged a \$95 processing fee, regardless of when the cancellation notice was received.
- Cancellations by phone are not accepted.
- Cancellations must be received in writing by mail, fax or email to Earnestine Jones, (202) 223-4745 or [ejones@iedconline.org](mailto:ejones@iedconline.org).
- Cancellations received in writing on or before September 10, 2010 will be refunded or credited to a future IEDC Conference (less a \$95 processing fee). These transactions will be processed after the conference.
- There will be no refunds or credits for cancellations received after September 10, 2010.
- A registered attendee, who does not submit a written cancellation or attend the conference is considered a No-Show and is not eligible for a refund or credit.
- A registered attendee, who does not submit a written cancellation or attend the conference, is still liable for any outstanding balances.
- Questions regarding the policy above should be directed to Earnestine Jones via e-mail at [ejones@iedconline.org](mailto:ejones@iedconline.org) or by phone at (202) 942-9463.

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