

# HOUSTON

SEPTEMBER 30 - OCTOBER 3, 2012

## 2012 ANNUAL CONFERENCE

### Step 1: Basic Conference Registration

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

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

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

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

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

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

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

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

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

Membership Status:  IEDC Member  Non-member  TEDC Member

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

	<u>Price</u>		<u># of Attendees</u>		<u>Total Price</u>
IEDC / TEDC Member	\$695	X	_____	=	_____
Non-member	\$795	X	_____	=	_____
Student (copy of transcript required)	\$125	X	_____	=	_____
Retiree/HLM	\$185	X	_____	=	_____
Member in Transition	\$185	X	_____	=	_____
State Association Executive Director	\$185	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)

#### Tours

The Sealy, Texas Story (Saturday, September 29   12:00 pm – 5:00 pm)	\$45	X	_____	=	_____
The Texas Medical Center: The Heart of Innovation (Monday, October 1   9:00 am – 12:00 pm)	\$45	X	_____	=	_____
Walking Tour: Urban Renewal: Reinventing Downtown (Monday, October 1   1:00 pm – 5:00 pm)	\$45	X	_____	=	_____
Energizing Today to Empower Tomorrow (Tuesday, October 2   8:00 am – 11:30 am)	\$45	X	_____	=	_____
Commercializing Technologies of the Future (Tuesday, October 2   8:00 am – 12:00 pm)	\$45	X	_____	=	_____

#### Special Events

Golf Outing at Tour 18 Houston (Sunday, September 30   7:00 am – 1:00 pm)	\$100	X	_____	=	_____
Economic Development Ethics Workshop (Sunday) (Sunday, September 30   10:30 am – 12:00 pm)	\$0	X	_____	=	_____
Chairman's Reception (Sunday, September 30   6:00 pm – 7:30 pm)	\$0	X	_____	=	_____
Young Professions Networking Event (Sunday, September 30   9:00 pm)	\$0	X	_____	=	_____
New Member Breakfast (Monday, October 1   7:00 am – 8:00 am)	\$0	X	_____	=	_____
Non-Member Breakfast (Monday, October 1   7:00 am – 8:00 am)	\$0	X	_____	=	_____
Economic Development Ethics Workshop (Monday) (Monday, October 1   11:40 am – 1:40 pm)	\$0	X	_____	=	_____
Defining Issues Lunch (Monday, October 1   11:45 am – 1:30 pm)	\$45	X	_____	=	_____
Networking Lunch in Exhibit Hall (Monday, October 1   11:45 am – 1:30 pm)	\$0	X	_____	=	_____
Recognition Dinner (Monday, October 1   6:30 pm – 9:00 pm)	\$100	X	_____	=	_____
Preparing for the CECD Exam Workshop (Tuesday, October 2   7:00 am – 8:30 am)	\$0	X	_____	=	_____
IEDC Networking Reception (Tuesday, October 2   6:30 pm – 8:00 pm)	\$0	X	_____	=	_____

TOTAL / AMOUNT ENCLOSED                      \$ \_\_\_\_\_

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(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: \_\_\_\_\_

### REGISTRATION POLICY

- Registrations received by fax or mail will only be accepted and processed with a credit card number, check or a copy of a valid purchase order. If not, the registration will not be processed.
- Registrations will not be accepted over the telephone. You may register on-line at <http://www.iedconline.org/?p=Conferences>.
- Written confirmation of your registration will be emailed or mailed to you, beginning in July. If you do not receive your 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) or 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 20, 2012. The Attendee's list will be emailed to all registered Attendees on Friday, September 21, 2012. Please keep the Attendee's list for your records. It is no longer included in the Conference packet.
- For speedier on-site processing, payment must be received by September 26, 2012. No one may pick up registration materials without payment. If your payment will not reach IEDC office by September 26, you may bring your check payment with you.

### 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 mail or 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.

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- 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, (e-mail: [ejones@iedconline.org](mailto:ejones@iedconline.org) or Fax: 202-223-4745).**

- **Cancellations received in writing on or before Friday, September 14, 2012 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 14, 2012.**

- 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.**

**Note:** Questions regarding the policy above should be directed to Earnestine Jones via e-mail at ([ejones@iedconline.org](mailto:ejones@iedconline.org) or 202-942-9463.)

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