

# 2021 Training Course Registration Form



INTERNATIONAL  
ECONOMIC DEVELOPMENT  
COUNCIL

*The Power of Knowledge and Leadership*

Course Attending: Economic Development Academy  
(Workforce Development Strategies and Business Retention and Expansion)

Course Date: May 4-7, 2021

Location: Online

## SIGN UP HERE

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

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

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

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

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

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

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

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

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

## PAYMENT

	By March 26	Mar 27 – April 23	After April 23	
IEDC Member	\$858	\$1105	\$1139	_____
Non-member	\$1122	\$1368	\$1650	_____
Student	\$187	\$221	\$255	_____

Number of Attendees **x** \_\_\_\_\_

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

(If registering a group of 3 or more, deduct 10% from total)

### Please select one:

Check Check Number: \_\_\_\_\_

Purchase Order PO Number: \_\_\_\_\_

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

## **REGISTRATION POLICIES**

### **Registration Deadline**

After the late registration deadline, registrations will only be accepted on a space available basis. Call the course registrar to check availability at (202) 223-7800. Such registrants will not be included on the attendee list and will receive the course certificate by mail after the event.

### **Payment Policy**

All fees must be paid prior to the beginning of the course. Original copies of government purchase orders are accepted. All unpaid balances must be paid on-site by check, credit card or original government purchase order prior to entrance into the course. No exceptions. Payments can not be taken by phone.

### **Cancellation & No-Show Policy**

Refunds less a \$75 cancellation fee will be issued for all cancellations received in writing to fax: (202) 223-4745 or [prodev@iedconline.org](mailto:prodev@iedconline.org) at least 10 business days prior to the course – please allow 3-4 weeks. All registrations regardless of payment status are subject to the \$60 cancellation fee. No refunds or credit transfers to a future course will be issued for cancellations received within 10 business days of the course. Telephone cancellations are not accepted. Attendee substitutions for a course may be made at any time prior to the course. Registrants who do not cancel and fail to attend a course are responsible for full payment.

### **Group Discount**

Organizations registering three (3) or more individuals for an IEDC course are eligible for a 10% discount off the applicable registration rate for each attendee. To take advantage of the discount, all course registrations must be submitted at the same time.

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