



Step 1: Basic Conference Registration

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Membership Status: IEDC Member Non-member

The fees below represent all-inclusive pricing; there is no individual special event or tour pricing at this time.

	<u>Price</u>
IEDC Member	\$475
IEDC Member Package (See Step 2 below)	\$1250
Non-Member	\$575
IEDC Non-Member Package (See Step 2 below)	\$2000
Member in Transition / Retired Member	\$45
Honorary Life Member*	Free
State/Regional/Provincial Partner Executive Director	\$125
Full-time Student**	\$45

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

**Copy of current transcript needed

TOTAL / AMOUNT ENCLOSED \$ _____

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 (optional): Package Registration

Package pricing is dependent on the registrant organization's IEDC membership status. The package rate includes up to 7 conference registrations additional to the primary registration in Step 1, provided that all registrants are employed or directly affiliated with the registering organization as an employee, officer, or overseer. Registrations cannot be transferred to other organizations or any individuals not employed or directly affiliated with the registering organization. Substitutions cannot be made after October 2, 2020. IEDC reserves the right to void if necessary any individual deemed to not meet the standard of employment or direct affiliation.

Registrant #2

Name: _____ **Title:** _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Registrant #3

Name: _____ **Title:** _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Registrant #4

Name: _____ **Title:** _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

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Registrant #5

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Registrant #6

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Registrant #7

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Registrant #8

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

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Step 3: 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.
- Registrations, or changes to registrations, will not be accepted over the phone as this does not provide an accurate record of the request.
- To be included in the Conference Attendees List, registrations must be received no later than October 2, 2020.

PAYMENT POLICY – Please read carefully!

- All payments sent to the IEDC office must be received by October 7, 2020 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 cannot be made after October 2, 2020.
- **There will be no refunds or credits for cancellations after September 18, 2020.**
- 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, September 18, 2020 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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