



Step 1: Economic Future Forum Registration (Canadian Rates)

Name: _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Membership Status: IEDC Member Non-member

	<u>Price</u>		<u># of Attendees</u>		<u>Total Price</u>
IEDC Member	\$690	X	_____	=	_____
Non-Member	\$855	X	_____	=	_____
Member in Transition / Retired Member	\$150	X	_____	=	_____
Honorary Life Member*	\$150	X	_____	=	_____

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

Step 2: Special Event Registration

	<u>Price</u>		<u># of Attendees</u>		<u>Total Price</u>
Tour of Canmore	*in USD \$65	X	_____	=	_____
New Economy Walking Tour	\$65	X	_____	=	_____
Downtown Calgary Walking Tour	\$65	X	_____	=	_____
Placemaking Walking Tour	\$65	X	_____	=	_____
Economic Reconciliation Tour	\$65	X	_____	=	_____

Step 3: Payment Information

Please select one:

Check Check Number: _____

Purchase Order PO Number: _____

Send form and payment to: IEDC, PO BOX 719219, Philadelphia, PA 19171-9219
 Fax form and copy of purchase order to: (202) 223-4745

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 Attendees List, registrations must be received no later than May 19, 2023.
- To register by mail, submit this form and send payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219 Fax form and copy of purchase order to: (202) 223-4745

PAYMENT POLICY – Please read carefully!

- All payments sent to the IEDC office must be received by May 19, 2023 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. 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 May 19, 2023.
- There will be no refunds or credits for cancellations after May 26, 2023.
- All cancellation requests must be in writing and can be emailed or sent to IEDC.
- All registered attendees canceling 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, May 26, 2023 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.

**Send form and payment to: IEDC, PO BOX 719219, Philadelphia, PA 19171-9219
Fax form and copy of purchase order to: (202) 223-4745**