

2023 Training Course Registration Form



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

The Power of Knowledge and Leadership

Course Attending: Business Retention and Expansion

Course Date: December 7-8, 2023

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 Oct 27	Oct 28 – Nov 22	After Nov 22	
IEDC Member	\$520	\$670	\$690	_____
Non-member	\$675	\$825	\$845	_____
Student	\$115	\$135	\$155	_____

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, 1275 K St NW Suite 300, Washington, DC 20005.
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 at least 10 business days prior to the course – please allow 3-4 weeks. All registrations regardless of payment status are subject to the \$75 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.

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