2022 Training Course Registration Form

INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL
The Power of Knowledge and Leadership

Course Attending: Business Retention and Expansion

Course Date: June 9-10, 2022 Location: Richardson, TX

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 April 29	April 30 – May 27	After May 27	
IEDC Member	$505	$650	$670	_____
Non-member	$660	$805	$825	_____
Student	$110	$130	$150	_____

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, MAC Y1372-045, 401 Market Street, Philadelphia, PA 19106
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 $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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