



2018 REGISTRATION FORM

TRAINING & DEVELOPMENT CONFERENCE

October 10, 2018 • Altoona, Iowa
The Meadows Events & Conference Center

REGISTRATION

Early Bird Fee **\$239** per attendee
(Expires 8/20/2018)

Standard Fee **\$269** per attendee

COMPANY INFORMATION

ALL fields must be filled out COMPLETELY in order for this registration to be processed.

Company/Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____

Type of Organization

- Public Sector (City, State, County, School) Private Sector Non-Profit Sector

Size of Organization

- Less than 3 3 to 49 employees 50 to 99 employees
 100 to 499 employees 500 or more employees

How did you hear about the conference?

- IEC Website Association (Which one) _____ Newspaper (Which one) _____
 IEC Marketing Emails Social Media (Which one) _____ Other _____

THREE EASY WAYS TO REGISTER

Online: www.iowaemploymentconference.com

Send completed forms by:

Email: conference@iowaemploymentconference.com

Mail form and payment to:
Iowa Employment Conference
PO Box 52
Polk City, IA 50226

For information, contact us at:

Email: conference@iowaemploymentconference.com

Phone: (515) 331-9020

PAYMENT INFORMATION

- Check Enclosed**
Make checks payable to: **Iowa Employment Conference**
Mail completed registration form with payment to:
Iowa Employment Conference
PO Box 52, Polk City, IA 50226
If registering for early-bird rates and paying by check, your check must be postmarked by 8/20/2018.

- Invoice** (Please see Registration Terms & Cancellation Policy)
Please email completed registration forms to:
Email: conference@iowaemploymentconference.com

Billing Email _____
(Invoices will be emailed to this email address.)

Payment Policy

Payment must be received in full prior to the conference date. We reserve the right to refuse admission to the conference, if payment has not been received.

Registration Terms & Cancellation Policy

Once we have received this registration form, you will be responsible to pay the conference registration fee based on the Registration Terms & Cancellation Policy.

The cancellation deadline is August 31, 2018. Cancellations must be made in writing by August 31, 2018, to receive a refund, minus a \$100 cancellation fee. **Registrations who do not cancel prior to August 31, 2018, will be liable for the full registration fee.** Non-payment or non-attendance does not constitute cancellation. No refunds will be processed prior to the event.

Transfer of Registration: If you register and are unable to attend, you may substitute another person in your place. You must provide the individual's contact information prior to the conference date. This information must be provided for the individual to attend.

Accommodation

If you have a disability and need an accommodation in order to attend this conference, please contact us as soon as possible. Contact Nan Boland at nan@hirequalitysolutions.com or call 515-331-9020.

REGISTRATION / ORDER SUMMARY

Registration Fee \$ _____
Number of Attendees x _____
TOTAL \$ _____

In the event that the total amount due is miscalculated on this form, IEC reserves the right to audit or adjust any total charges due.

ATTENDEE INFORMATION (Please type or print names as they should appear on name badges.)

Name _____ Title _____

Email _____ Phone _____

Check all credentials that apply to you. Please indicate the type of certificate you currently hold.

- HRCI (circle one) PHR / SPHR Legal CPE
- SHRM Insurance
- RCH IMFOA

Name _____ Title _____

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HOTEL

For hotel information, please visit our website at http://www.iowaemploymentconference.com/Registration_Travel/.

Office Use Only

Received _____ GMR _____ Invoice # _____ Paid _____ Check # _____