**VCON FORUM 2019**

August 26-28,2019

# PRINT & FAX REGISTRATION FORM

# Registration Details

* Registration includes access to 13 live virtual conference sessions
* Complete schedule can be found [online](https://nsite.nigp.org/2019annualforumandproductsexpo/schedule/vcon-forum)
* Sessions will be available on-demand, post-event through October 11, 2019
* Participants will receive a unique username and access code to the event

**Registration Form Instructions**

* Print or type and complete all sections of the registration form
* Retain a copy of the submitted registration form for your records
* **Registrations must be received no later than 5:00PM on August 23, 2019**

# Methods of Registration

* ***Fax* -** Complete the registration form, include payment information and fax it to 703-635-2326.
* [***Online***](https://nsite.nigp.org/2019annualforumandproductsexpo/schedule/vcon-forum) ***–*** Online registrations require a credit card or purchase order to be uploaded.
* ***Mail -*** Send completed registration form with payment to: NIGP, ATTN: Customer Care Department, 2411 Dulles Corner Park, Suite 350, Herndon, VA 20171. DO NOT MAIL WITH CREDIT CARD INFORMATION IF ALREADY FAXED TO NIGP! This will result in a double charge to your credit card!

## **Payment**

* Acceptable forms of payment are credit card, check or purchase order.NIGP accepts Visa, MasterCard or American Express.
* When paying by credit card include your billing address and card security code on the form and fax OR mail to the address on the form.
* If paying by check, make checks payable to NIGP and mail to the address on the form.
* When paying by purchase order, a copy of the purchase order must accompany your registration to be processed.
* Purchase Orders are not recognized as payment and full payment must be made by one of the payment options listed above.
* All fees are charged in US Dollars.

**1st/ Single Attendee Information:** (Include additional attendees on subsequent pages)

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­Agency Title

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City & State/Province (Include Zip/P.C.) Telephone Number (Include Area Code)

**Member Registration Fee:**

1st/SingleParticipant 2nd – 10 Participant Group Registration 11+ Participant Group Registration

$200 $190 each (5% discount) $180 each (10% discount)

**Non-Member Registration Fee:**

1st/SingleParticipant 2nd – 10 Participant Group Registration 11+ Participant Group Registration

$400 $390 each (5% discount) $380 each (10% discount)

Number of Member Attendees: \_\_\_\_\_\_\_\_\_\_\_\_ x Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_ = Member Payment Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Non-Member Attendees: \_\_\_\_\_\_\_\_ x Registration Fee: \_\_\_\_\_\_\_\_\_\_\_\_\_ = Non-Member Payment Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Total Payment Amount Authorized: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Payment Information:**

MasterCard VISA American Express

Card # Exp. Date \_\_ Card Security Code\_\_\_\_\_\_\_\_

Signature of Cardholder: \_

Credit Card Billing Address: Street\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s name if different from registrant: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Confirmation**

All registrants will receive an email confirmation that includes payment and balance information upon receipt and processing of their registration.

**Cancellations and Refunds**

Cancellations must be received in writing or via email at virtualevents@nigp.org. There will be no refunds for cancellations received after August 23, 2019. Registrations are transferable at any time to another individual within your agency.

**Questions?**

Contact us at 800-367-6447 x0, or email virtualevents@nigp.org. Visit our [website](https://www.nigp.org/home/attend-events/virtual-conferences) for complete information.

**Participant Code of Conduct**

NIGP is dedicated to providing a safe, friendly, welcoming, and harassment-free environment for all conference attendees and participants regardless of gender, gender identity or expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity or religion.  NIGP expects all participants, including attendees, speakers, contractors, exhibitors, sponsors, guests, and volunteers to behave in a professional manner at all NIGP sponsored events.  Read the complete version of our [participant code of conduct](http://higherlogicdownload.s3.amazonaws.com/NIGP/1b920423-c1ee-4722-b457-532c6c9525ec/UploadedImages/ParticipantCodeofConductForum.pdf) online.

**Registrant #2**

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**Registrant #3**

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