

# ISM Professional Development Registration

Fall Institute - October 24 - 28, 2020

Hyatt Regency San Antonio Riverwalk  
San Antonio, Texas

## School Information

SCHOOL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_ COUNTRY \_\_\_\_\_

TELEPHONE ( \_\_\_\_\_ ) \_\_\_\_\_ MEMBER STATUS  GOLD  SILVER EXPIRES \_\_\_\_\_ DATE REGISTERED \_\_\_\_\_

## Registrant #1

WORKSHOP \_\_\_\_\_ DATES \_\_\_\_\_

TUITION \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_

YEARS OF EXPERIENCE IN THAT POSITION \_\_\_\_\_ YEARS OF EXPERIENCE AT YOUR SCHOOL \_\_\_\_\_

NEW TO MY SCHOOL \_\_\_\_\_ DIETARY RESTRICTIONS \_\_\_\_\_

### INTERNAL USE

DOLLARS EARNED \_\_\_\_\_

DOLLARS USED \_\_\_\_\_

## Registrant #2

WORKSHOP \_\_\_\_\_ DATES \_\_\_\_\_

TUITION \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_

YEARS OF EXPERIENCE IN THAT POSITION \_\_\_\_\_ YEARS OF EXPERIENCE AT YOUR SCHOOL \_\_\_\_\_

NEW TO MY SCHOOL \_\_\_\_\_ DIETARY RESTRICTIONS \_\_\_\_\_

### INTERNAL USE

DOLLARS EARNED \_\_\_\_\_

DOLLARS USED \_\_\_\_\_

## Registrant #3

WORKSHOP \_\_\_\_\_ DATES \_\_\_\_\_

TUITION \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_

YEARS OF EXPERIENCE IN THAT POSITION \_\_\_\_\_ YEARS OF EXPERIENCE AT YOUR SCHOOL \_\_\_\_\_

NEW TO MY SCHOOL \_\_\_\_\_ DIETARY RESTRICTIONS \_\_\_\_\_

### INTERNAL USE

DOLLARS EARNED \_\_\_\_\_

DOLLARS USED \_\_\_\_\_

Check enclosed  Full Payment OR  Bill my school

Gold Member Reward Dollars Head's signature if using Gold Dollars or is to be billed: \_\_\_\_\_

Please call me to pay by credit card Phone Number ( ) \_\_\_\_\_

Mail, fax, or phone your registration to: ISM Event Experience Manager

\* 1316 North Union St., Wilmington, DE 19806 \* PHONE: (302) 656-4944 \* FAX: (302) 656-0647

E-MAIL: [workshops@isminc.com](mailto:workshops@isminc.com) (please do not send credit card information via email or fax)

*At ISM, we guarantee the quality of our workshops. If you are not satisfied with your session, ISM will credit the fee you paid toward another similarly priced workshop, or will refund it. Consent to Use of Photo/Video/Audio Registration, attendance at, or participation in ISM workshops and other activities constitutes an agreement by the registrant to ISM's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videos, electronic reproductions, and audio of such events and activities.*

Tuition Payment Policy - Tuition must be paid in full 10 business days prior to the start date of the in-person, group-based program. An attendee with a balance due on the start date of the program may be denied entrance to the program until the balance is paid in full.

Cancellation Policy - Cancellation requests must be made in writing by emailing [workshops@isminc.com](mailto:workshops@isminc.com), faxing to 302-646-4944, or mailing to: 1316 N. Union Street, Wilmington, DE 19806. Cancellation must be received more than 15 business days before the start of the program for a full refund. Gold Dollars will also be fully refunded. There will be no refund for cancellation requests received less than 15 business days before the start of the program. Non-payment of tuition or no-show to the event does not constitute a cancellation. Full tuition will be due and payable. The school may substitute another attendee from the school or bank the funds for a future ISM registration. Please contact the Event Experience Manager for more details.

I have read and agree to the ISM workshop cancellation policy above. \_\_\_\_\_ participant signature

