



Public Procurement Professional Development Programs

Course Registration Form – Type or Print Legibly

Completion of entire form is required.

Registration Fees:

THREE DAY COURSE: Institute Members: Register 60 or more days before the event: Pay only \$690 Register 31-59 days before the event: Pay only \$715* Register 30 days or less prior to the event: Pay \$765 Non-Members: Register 60 or more days before the event: Pay only \$890 Register 31-59 days before the event: Pay only \$915* Register 30 days or less prior to the event: Pay \$965	
TWO DAY COURSE: Institute Members: Register 60 or more days before the event: Pay only \$485 Register 31-59 days before the event: Pay only \$510* Register 30 days or less prior to the event: Pay \$560 Non-Members: Register 60 or more days before the event: Pay only \$685 Register 31-59 days before the event: Pay only \$710* Register 30 days or less prior to the event: Pay \$760	ONE DAY COURSE: Institute Members: Register 60 or more days before the event: Pay only \$285 Register 31-59 days before the event: Pay only \$310* Register 30 days or less prior to the event: Pay \$360 Non-Members: Register 60 or more days before the event: Pay only \$385 Register 31-59 days before the event: Pay only \$410* Register 30 days or less prior to the event: Pay \$460

*= standard registration fee

Registration Fee Rules & Instructions:

- Print or type and complete all sections of the registration form. Retain a copy for your records.
- Registration forms and Payment must be received 60 or more days to qualify for the early registration rate.
- **Registration forms and payments received 31-59 days prior to the event will be billed at the standard registration rate.**
- Registrations forms and payments received 30 days or less prior to the event will incur a \$50 late fee.
- All payments must be made in US funds.

Payment

- NIGP accepts Visa, MasterCard or American Express. Please include your billing address and card security code on the form when paying by credit card.
- If paying by check, make checks payable to NIGP and mail to the address on the registration form.
- **Registration and payment information must be received by the above deadlines in order to qualify for discounts and/or avoid late fees. If paying by purchase order a copy of the PO must be submitted with your registration form.**

Methods of Registration

- Fax:** Complete the registration form, include payment information and fax it to **703-635-2326** Attn: Event Registration
Form of payment must accompany registration form for order to be processed
- Mail:** Send completed registration form with payment to: NIGP, ATTN: Course Registrar, 2411 Dulles Corner Park, Suite 350, Herndon, VA 20171.
- Internet:** Online Registration is available. Please visit the event information page and click on the "REGISTER" button. Please note if you register online, you will need to use a credit card as your method of payment.

ONSITE REGISTRATION IS NOT AVAILABLE. PLEASE ENSURE THAT YOU PRE-REGISTER FOR THE COURSE.

Confirmation

All registrants will receive an email confirmation of their registration.

Cancellations and Refunds

Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee will be given for cancellations made in writing 31+ days prior to the seminar date by emailing RegistrationInfo@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date. There are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only.

Attendee substitutions within the same agency may be done at any time with email notification to NIGP. If attending via scholarship, please provide documentation verifying the scholarship issuer's name and contact information in lieu of payment information.

Registration Fees are determined by the NIGP Board of Directors and can be adjusted at any time. Fees indicated are the NIGP's standard rates and may differ according to hosting Chapter. If attending via scholarship, please provide documentation verifying the scholarship issuers name and contact information in lieu of payment information.

Questions?

Please contact the NIGP Registration team at registrationinfo@nigp.org or call 800-FOR-NIGP should you have any questions regarding the event. For local information, please contact the local seminar coordinator listed on the event page on the NIGP website.



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Full Name

Tel. No. (Include Area Code) Ext. #

Agency

Fax No. (Include Area Code)

Title

Email Address (REQUIRED FOR SEMINAR CERTIFICATE)

Business Address



Check here if you require special assistance to fully participate in the seminar. Describe:

City & State/Province (Include Zip/P.C.)

please indicate course title, date and city/state you wish to register for:

NIGP Standard Registration Fees listed

Registration Fees are determined by the NIGP Board of Directors and can be adjusted at any time.

- Three Day Seminar:
National Member - \$715
Non-Member - \$915

- Two Day Seminar:
National Member - \$510
Non-Member - \$710

- One Day Seminar:
National Member - \$310
Non-Member - \$410

PAYMENT INFORMATION

Fee Total

- Enter Standard Fee
Special Rate offered by hosting chapter (If Applicable):
Fees indicated are the standard rates and may differ according to hosting Chapter. The Chapter may not offer additional discounts/fees listed.

- Early Reg. Discount (-\$25)
Please refer to Early Registration Rate Rules listed on previous page
Late Registration (+\$50)
Please refer to Late Registration Rules listed on previous page

GRAND TOTAL

NOTE: If paying by purchase order a copy of the PO must be submitted with your registration form. All payments must be made in U.S. Funds

Enclosed is a Check/Purchase Order for \$ Check/PO number: Make checks payable to: NIGP

- 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)

SUBMIT INFORMATION

Fax Registrations and Payment Information to 703-635-2326 Attn: Events Registration or

If paying by check, mail completed registration form and payment to:

NIGP, ATTN: Course Registrar, 2411 Dulles Corner Park, Suite 350, Herndon, VA 20171.

Registration and payment information must be received by the above deadlines in order to qualify for discounts and/or avoid late fees.

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