**Conference Registration Form**

The Center for ADR’s 2020 Virtual Conference

Series I (June 24-July 2) and Series II (July 6-10)

Please type or print your conference registration information below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (Street Number and Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number Fax Number E-mail

***We will be printing a networking list of conference attendees, which will include the name, city, state and email address. If you prefer not to share your information with other attendees, please indicate by checking this box □.***

***Registration Fees***\*

|  |  |  |
| --- | --- | --- |
| Conference Series I and II | $120 | $ |
| If paying by Purchase /Training Order - **ADD** processing fee. | $25 | $ |
|  | **TOTAL** | $ |

*\*The virtual conference series may qualify for MPME improvement activities and continuing ADR education hours.*

***Payment Information***

Amount Enclosed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❒ Check (payable to Center for ADR/CCDR)

Credit Card: ❒ Visa ❒ MC ❒ Discover

Name on card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Security Pin #:\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Send your completed conference registration form with payment by mail, fax or electronically.

 Mail to: Center for ADR

 PO Box 4744

 Crofton, MD 21114-4744

 Fax to: (301) 313-0038

 Email to: centerforadr@earthlink.net

Please direct your questions to Center for ADR at (301) 313-0800 or by fax at (301) 313-0038.

If you submitted your registration and have not received a response after **three days**, please contact the Center to confirm receipt.

***Cancellation Policy:***

Written notice of cancellation must be received by **June 19, 2020**. ***(There will be a $20 administrative fee charged for all canceled registrations prior to June 19. After June 19, no refunds will be given.)***

Registrants who do not attend and who have not canceled by the cancellation date are liable for the entire registration fee.

If you have requested us to bill your organization/agency, we will do so in accordance with these conditions.

Substitutions for registered participants are accepted at any time without charge.