# Center for Alternative Dispute Resolution
# Virtual Mediation Training

Dates: September 25-29, 2023 (9:00 a.m. to 5:00 p.m.)
Location: via Zoom (Link Will be Sent Approximately One Week Before the Training)

## Registration Information

| | |
|---|---|
| Name | |
| Organization | |
| Street Address | |
| City, State and ZIP Code | |
| Work Phone | |
| Home Phone | |
| Fax | |
| Cell Phone | |
| E-Mail Address | |

### Registration Fee

| | |
|---|---|
| $1,175 (*early fee by September 11, 2023)* | $ |
| $1,375 (*late fee after September 11, 2023*) | $ |
| $25 processing fee (If you are paying by purchase order and need to be invoiced, please add the processing fee. This fee does not apply to credit card payments.) | $ |
| **TOTAL AMOUNT ENCLOSED** | $ |

## Payment Information

In order to reserve space, a **$200** (non-refundable) deposit or full registration fee is required. Please make your check payable to the **Center for Alternative Dispute Resolution**.

□ Check (Check# ) Credit Card: □ **Visa** □ **MasterCard** □ **Discover**

Name on card: Account No.: /__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/__/

Expiration Date: CVW#:

Billing Street Address, City, State, Zip Code:

Signature:

Return the completed registration form by mail to the Center for ADR, PO Box 4744, Crofton, MD 21114, via fax to (301) 313-0038 or email centerforadr@earthlink.net. For questions, please contact Center at (301) 313-0800.

***Cancellation Policy*:** We require written notice of all cancellations. If you must cancel, please send written notice no later than **September 11, 2023.** There will be a **$50 administrative fee** charged for all canceled registrations. Registrants who do not attend and have not canceled by the cancellation date are liable for the entire registration fee. Substitutes for registered participants are accepted at any time without charge.

***Certificate Policy*:** Receipt of a Certificate for completing this program **is contingent upon the registrant being present for the required forty hours of class time and registration fee paid in full.** Please make the appropriate schedule arrangements in advance if you intend to receive a Certificate. This program meets Maryland Rule of Procedure, Title 17-Alternative Dispute Resolution, Rule 17-104 (2013).