

# KIVA INSTITUTE, LLC #APKIVACON 2019 REGISTRATION FORM

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ADMINISTRATIVE PROFESSIONAL'S CONFERENCE DATE: APRIL 23, 24 & 25, 2019 CITY: ALBUQUERQUE, NM

## REGISTRANT(S) INFORMATION ATTACH ADDITIONAL PAGE IF NEEDED TO REGISTER MORE THAN 4 PERSONS.

1) First Name: ..... Last Name: .....  
 Position: ..... Email: .....  
 Organization/Company: .....  
 Department: .....  
 Address: .....  
 Zip code: ..... City: ..... State: .....  
 Phone: ..... Fax: .....  
 Email: .....

2) First Name: ..... Last Name: .....  
 Position: ..... Email: .....

3) First Name: ..... Last Name: .....  
 Position: ..... Email: .....

4) First Name: ..... Last Name: .....  
 Position: ..... Email: .....

## TUITION (PAYMENT TERMS: DUE ON OR BEFORE THE START OF THE SESSION)

Registration fee \$775 per person OR \$745 Group Discount (choose **one**, if applicable)

Select One Tuition Type	Qty. (#)	Registration Fee per person	Late Registration after 04/15/2019	Subtotal (Qty x Tuition)	LATE FEES Payment \$35 pp Made after event
Registration Fee		\$775.00	\$800.00	=	+
<b>TOTAL REGISTRATION FEES</b>					\$

*The registration fee includes conference materials, coffee breaks, admission one evening event. Conference times are per the Agenda and are based on local time. By registering, you/your organization agree to the terms and conditions contained herein.*

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

Date: \_\_\_\_\_

## CANCELLATION & SUBSTITUTION POLICY

All cancellations must be in writing. Cancellations received seven (7) days or more prior to the start of the seminar are subject to a charge of 25% of the tuition for administrative costs. If cancellation is less than seven (7) days refunds will not be provided, a Credit Memo will be issued for use at a later date. Substitutions are allowed at no extra cost.

## PAYMENT METHOD

<input type="checkbox"/> <b>CHECK:</b>	<input type="checkbox"/> Please send invoice	<input type="checkbox"/> To be mailed	<input type="checkbox"/> Will hand carry to the session
<input type="checkbox"/> <b>BANK TRANSFER (EFT)</b> Charges borne by Payor. KIVA's ACH info available on SAM.GOV or request invoice			
<input type="checkbox"/> <b>CREDIT CARD:</b>	<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA <input type="checkbox"/> Discover
Cardholder: _____	Reg+Fees \$ _____ x 4% cc fee = \$ _____		
Card #: _____	(CVC): _____	Expiration Mo/Yr _____ / _____	
<b>Reg+CCfee</b>			
<b>Total Due*</b> \$ _____	Signature: _____	Date: _____ / _____ / 2019	

## TERMS & CONDITIONS; KIVA INSTITUTE, LLC EVENTS

### TUITION & REGISTRATION PAYMENT TERMS

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All payments are due on or before the start of the event. Late payments are defined as payments made after the start of the event, late payments are assessed a \$35 late payment fee per person.

### DISCOUNTS

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Discounts MAY be extended and are subject to change. TYPES OF DISCOUNTS THAT MAY BE OFFERED:

- GROUP: Discounted registration for groups of three (3) or more under the same payment transaction.

### CANCELLATION & SUBSTITUTION POLICY

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All cancellations must be in writing. Cancellations received seven (7) days or more prior to the start of the event are subject to a charge of 25% of the registration fee for administrative costs. If cancellation is less than seven (7) days prior to the start of the session, refunds will not be provided, a Credit Memo will be issued for later use and will not expire. Substitutions are allowed at no extra cost. As used in these terms and conditions, "days" means calendar days, regardless of Holidays or weekends.

### DATA PROTECTION STATEMENT & PERSONALITY / IMAGE RIGHTS

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By filling out the registration form, the participant grants KIVA Institute, LLC permission to process the data provided within the framework of the event and allow photographs to be taken during the event. This include placing photographs in its web/printed publications or newsletters and emails.

### REGISTRANT/ATTENDEE CONDUCT

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Persons attending KIVA events are expected to act in a professional and respectful manner to other attendees, instructors, and staff. Failure to do so may result in dismissal from the course. Registration will not be refunded under these circumstances.

### DATA PROTECTION STATEMENT & PERSONALITY / IMAGE RIGHTS

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By registering for KIVA Institute, LLC's events, you agree and acknowledge that training materials are protected by U.S. and international copyright laws. You cannot reproduce, distribute, make derivative work of, or publicly display or use such materials. KIVA's unique compilation and teaching of government statutes, regulations, or policies is not considered public domain.

### SATISFACTION GUARANTEE

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KIVA Institute, LLC consistently receives the highest ratings for its events. If you are not satisfied that the stated objectives of the course were met, state your reasons in writing. We will apply the tuition amount to another seminar or issue a refund, at our discretion.