

what kind of conference will **YOU** create?



the facilitator's **un**conference

Participant Registration Form

Instructions:

- Use this form **only** if you are paying by **check, money order or purchase order**. Otherwise, please register online at: www.leahy-inc.com
- Please complete a registration form for **each** participant and print legibly.
- Please provide all required information; items marked with an (*) asterisk are required.
- Full payment must accompany registration form to be registered. Early Bird discounts apply only when accompanied by payment.
- Please note remittance address and make checks payable to: **Leahy & Associates, Inc.**
- You will receive a receipt and further conference information via email.

*Participant First Name:	
*Participant Last Name:	
*Organization:	
Position:	
*Participant Email:	
*Participant Home Address:	
*Participant Phone:	
*Participant is Under 21?	_____ Yes _____ No
*Organization Website / Email:	
*Organization Mailing Address:	
Organization Billing Address (if different):	
*Organization Phone:	
Organization Fax:	

Send Future Correspondence to: _____ Home _____ Organization

Glossary:

First Time Full Conference: Applicable to first time participants. Fee includes all three days of the full conference; Thursday-Saturday.

Alumni Full Conference: Applicable to individuals who have previously attended the "full" NCCPS conference or a Leahy & Associates workshop in the past. Alumni rates also apply to employees of any organization that have sent participants to NCCPS in previous years. Fee includes all three days of the full conference; Thursday-Saturday.

Student Full Conference: Applicable to any individual under the age of 18 or with a valid college ID and enrolled in 12 or more credit hours during the semester of the conference. Fee includes all three days of the full conference; Thursday-Saturday.

Vendor: Includes one full conference registration and a table to display and sell your products and services during the full conference. Vendors may not sell their products and services in another presenter's workshop. Overnight storage provided if requested, though we cannot guarantee security. Fee includes all three days of the full conference; Thursday-Saturday.

Peddler: Includes one full conference registration and a "peddler's" license to travel about NCCPS selling your products (Thursday-Saturday). The peddler's license does NOT include a table/display. Peddlers may not sell their products in another presenter's workshop. Overnight storage provided if requested, though we cannot guarantee security. Fee includes all three days of the full conference; Thursday-Saturday

Daily: Applicable to any individual who attends any single day of NCCPS.

Group Discounts Available! Call 303.673-9832 for details. Sorry, no group discounts for student rates.

NCCPS Full Conference Fees	Earlier Bird Postmarked by 1/10/2016	Early Bird Postmarked by 1/31/2016	After 1/31/2016
First Time	_____ \$300	_____ \$350	_____ \$375
Alumni	_____ \$250	_____ \$300	_____ \$325
Student	_____ \$175	_____ \$225	_____ \$250
Vendor	_____ \$500	_____ \$600	_____ \$700
Peddler	_____ \$400	_____ \$500	_____ \$600
Daily \$125 per day	_____ Thursday	_____ Friday	_____ Saturday

Pre-Conference Workshop: February 22-24, 2016

Title	Presenter	Length	Workshop Fee
The Innovative Team Boulder, Colorado	Tom Leahy	Full Day 8:00am – 6:00pm	_____ \$295 (discounted fee with Full Conference Registration) _____ \$425 Workshop Only (30-day advance purchase) _____ \$495 Workshop Only

Meal Plan

Vegetarian	_____ Yes _____ No
Food Allergies?	_____
Thursday Lunch	_____ \$20
Thursday Dinner	_____ \$25
Friday Lunch	_____ \$20
Saturday Lunch	_____ \$20

Payment Method

Please make checks payable to:

Leahy & Associates, Inc. – 7013 Roaring Fork Trail – Boulder, CO 80301

Check / Money Order # _____ Total Enclosed: \$ _____

Refunds and Conference Cancellation Policies

Refunds:

To qualify for a refund, **YOU MUST CALL BEFORE** the conference or the date of your pre-conference workshop. You then have 30 days to submit your written request.

Tuition less a \$50.00 processing fee is refundable up to 30 days before the start of the Conference (January 25, 2016). Refunds after that date are issued less a \$100.00 processing fee.

No Shows: No refund.

Full Conference or Pre/Post Conference Workshop Cancellation:

If the full conference is canceled, participants will receive a 100% refund.

If a pre/post conference workshop is cancelled, participants will receive a 100% refund or may apply the balance to any other workshop that has space.