NCDA Regional Career Practitioner Institute
October 3, 2014
Institute Registration Form
Embassy Suites Minneapolis Airport, Minneapolis, Minnesota

Name _____ Organization_____

Address _____

City _____ State _____ Postal Code_____

Telephone (_____) _____ E-Mail _____

___ Dietary restrictions or physical needs? (Please be specific) _____
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Registration

____ $150 NCDA/MCDA Member Early Registration Discount (on or before September 17)

____ $225 NCDA/MCDA Member Registration (after September 17)

____ $250 Non-Member Early Registration Discount (on or before September 17)

____ $325 Non-Member Registration (after September 17)

Optional Pre-Conference Professional Development Institutes *(additional fee required to participate and you may register to attend one or both sessions)*

____ $75 (per PDI) NCDA/MCDA Member Early Registration Discount (on or before September 17)

____ $100 (per PDI) NCDA/MCDA Member Registration (after September 17)

____ $125 (per PDI) Non-Member Early Registration Discount (on before September 17)

____ $150 (per PDI) Non-Member Registration (after September 17)

Please indicate your PDI selection: *(additional fee required to participate, you may register to attend both sessions if you choose)*

❍ PDI #1 (Thursday AM) ❍ PDI #2 (Thursday PM)

Payment (select one):
___ Check (please enclose – made payable to NCDA)
___ Purchase Order (NCDA must receive a copy of the PO before the Institute)
FEI: 52-6045839: A W9 can be downloaded www.ncda.org.
___ Credit Card (MasterCard or Visa Only)

Card Number ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___

Security Code (3 digit number on back of the card) ___ ___ ___ Expiration Date _____

Name on Card (Print): _____

Signature: _____

Questions: Contact NCDA at (918) 663-7060
Mail to: NCDA, 305 N. Beech Circle, Broken Arrow, OK 74012
Fax: (918) 663-7058 (include a copy of purchase order when registering via fax or mail)

Cancellation Policy: NCDA will not issue refunds for registrations made onsite. You must request a refund by September 17, 2014 and NCDA will refund your registration minus a $50 processing fee. No refunds after September 17, 2014. Purchase Orders will be invoiced for full payment if cancellations are not received by cancellation date of September 17, 2014.