

IAPC Master Class

Leadership - Civility | Country-Specific Do's & Taboos | International Protocol

**INTERNATIONAL ASSOCIATION OF PROTOCOL
CONSULTANTS® and OFFICERS™**

REGISTRATION FORM

IAPC MASTER CLASS in LEADERSHIP – Civility | Country-Specific Do's & Taboos | International Protocol
Friday 24 September 2010*

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|-----------|------------|----------------|-----------|
| Honorific | First Name | Middle Initial | Last Name |
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| Company | Title |
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Address

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|------|----------------|-----------------|---------|
| City | State/Province | Zip/Postal Code | Country |
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| E-mail | Telephone |
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| Web site | Facsimile |
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INVESTMENT (Non-refundable):

Participant: \$2500 USD

Fees are subject to periodic review and are published on the IAPC Web site:
www.ChoosingCivility.org

Program Venue: TBD Washington DC

***Please note that the IAPC Master Class program offers an accelerated learning environment! Our program begins promptly at 8:30 a.m. on Friday 24 September ends at 5:30 p.m. Registration is limited due to our desire to provide excellent instructor/learner ratio.**

Hotel rooms and transportation are NOT included. While FALL is a beautiful time to be in metropolitan Washington DC it can be one of the busiest seasons, so when planning to attend our program we encourage you to make your hotel reservations early.

Tax Deductibility: Tuition and travel expenses are normally tax deductible. All expenses of continuing education taken to maintain and improve professional skills are normally tax deductible according to Treasury Regulation 1.162-5; Coughlin vs. Commissioner, 203 F2d 307. Please contact your accountant for details.

Terms and Conditions: Registration priority is based on the order in which registration forms and full payment are received. Registration is limited so that each participant receives individual attention as well as overall group feedback.

Substitution Policy, investment is non-refundable: In lieu of canceling, a registrant may nominate a colleague to attend the program in the registrant's place. Written notice of such substitution and all new contact information must be received in IAPC's office before 5:00 p.m. EST on 15 August 2010.

IAPC reserves the right to cancel, substitute individual speakers and/or topics within a course, and reschedule or relocate any course or event because of insufficient registration, unanticipated scheduling conflicts, or emergencies. If the program is cancelled, full registration fees will be refunded. IAPC will not be responsible for room reservations and/or travel expenses. IAPC also reserves the right to require any participant to withdraw from an activity at any time when such action is determined by a member of IAPC's Board of Directors to be in the best interest of the health, safety, or general welfare of the entire group or the participant.

Registration: Registrations are not complete until full payment is received.

Confirmation of Registration: Each person (from whom a completed registration form and payment of fees have been processed by IAPC) will receive an electronic notice of confirmation. Without that confirmation notice, no person should assume that he or she has been registered for this program. Absent an IAPC registration confirmation, IAPC does not recommend that persons make travel arrangements or travel to the program. Anyone whose registration has not been so confirmed, who arrives at IAPC's program, unfortunately, but absolutely, will not be permitted to attend the program. No registrations will be accepted at the door. No exceptions.

Taping or Photographs of Lectures Not Permitted: Agreement not to tape or photograph is a condition for each registrant's attendance and of IAPC's acceptance of each registration.

Cell phones, Pagers, Wristwatch Alarms are not permitted: It is a condition of your attendance that you turn off all cell phones, pagers, and wristwatch alarms so they are not audible. Any interruption during a lecture due to a violation of these obligations will be a serious breach of IAPC's conditions for attendance.

