

# Conference Registration

Use this Conference Registration Form to register for the Conference in Norfolk and refer to the back of the Program to reserve your Hotel room for the 2018 IIMC Annual Conference.

Payment and registration form must be received by March 30, 2018 to receive the Early Bird Fee. You can either FAX (909/944-8545) or mail your Conference Registration Form with your payment to IIMC Headquarters. You can also complete it online at [www.iimc.com](http://www.iimc.com). IIMC will not accept telephone registrations. In this Program, you'll find:

An IIMC Conference Registration Form to be completed and returned to IIMC Headquarters with payment. IIMC will confirm your Conference registration by email. NOTE: IIMC Members are not eligible for guest registration fees. Registration forms will not be accepted without payment.

## The Registration Package fee for IIMC Members, Associate, Retired Members and Non-Members includes:

- Opening Reception
- Opening Ceremony
- Concurrent Education Sessions/Workshops
- Admission to Exhibit Hall
- General Sessions
- TWO Luncheons
- All-Conference Event
- IIMC Annual Business Meeting Breakfast
- Annual Banquet
- Conference Program
- Refreshment breaks

## The GUEST Registration Package includes:

- Opening Reception
- Opening Ceremony
- Admission to Exhibit Hall
- General Sessions
- TWO Luncheons
- All-Conference Event
- Annual Banquet
- Conference Program
- Refreshment breaks

**NOTE:** GUEST STATUS DOES NOT APPLY TO IIMC MEMBERS

**Registration:** The IIMC Conference Registration and Cashier's Office will be at the Marriott Hotel/Convention Center – Floor 3. Registrants may check in beginning **Saturday, May 19 from 7 a.m. to 6 p.m. and Sunday, May 20 from 7 a.m. to 6 p.m.** The IIMC Office, Cashier and Registration area will remain open throughout the week.

## CONFERENCE CANCELLATIONS/REIMBURSEMENTS/REFUNDS

(1) All requests for cancellations must be made in writing to IIMC Headquarters by mail, email ([Janis@iimc.com](mailto:Janis@iimc.com)), or fax (909/944-8545). Telephone cancellations will not be accepted. Cancellations received postmarked on or after May 5, 2018 or emailed on or after May 5, 2018 are non-refundable.

If written notice is received by Monday, April 2, 2018 regardless of what is cancelled (Academy, Conference Registration or all), a full refund minus a US\$40.00 handling and processing charge will be issued. If written notice is received between Tuesday, April 3 and Thursday, May 3, 2018, 75% of the fee will be refunded. No refunds will be made after Friday, May 4, 2018. Cash refunds are not available at the Conference.

Refunds will not be issued for late arrivals or early departure. No refunds will be made for skipped events. Registrants that do not attend the conference and did not cancel by the deadline, forfeit all registration fees paid, unless the inability to attend was due to verifiable personal or family medical emergency. In this instance, the postmarked deadline to receive the documented written request for a refund less US\$40.00 is May 4, 2018. Regretfully, no considerations will be made after this date.

IIMC Headquarters will process any refunds due within 30 days after the end of the Conference.

Any IIMC member canceling membership within 60 days of the conference and desiring to attend shall pay the non-member registration fee. Carry-over of paid conference fees to a future conference is not permitted.

IIMC is a non-profit Organization that relies on the financial support of its members through their annual dues and conference registration fees to provide year-long services to the membership. IIMC Annual Conferences are the Organization's largest source of revenues outside of membership dues. In the event that it is necessary to cancel a conference registration it is important to note that IIMC incurs numerous contractual obligations long before the opening ceremonies and as such is financially committed to expenditures that may not be refundable to the Organization. Should it be necessary to cancel the annual conference, every effort will be made to return registration fees to our attendees. However, it is vital to understand that the contractual commitments to third parties may make it impossible for the Organization to refund 100% of the registration fee. IIMC may limit the refund available to registrants. Therefore, the amount of a refund (if any) will be determined by IIMC in its sole discretion.

# IIMC Registration Form • Delegate Information

Print or type all information

First Name \_\_\_\_\_ Last/Surname \_\_\_\_\_

CMC \_\_\_\_\_ MMC \_\_\_\_\_ First IIMC Conf. ( Y/ N ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

First Name or Nickname to appear on badge \_\_\_\_\_ Job Title/Position \_\_\_\_\_

Municipality \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Work Phone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

Please check box if you need special assistance (physically challenged, etc.)  Type of Assistance \_\_\_\_\_

Discount Program (check) Deduct discounts on this form prior to Total before submitting payment to IIMC.

- First Timer Yes No \$50.00 Region IV Member Yes No \$50.00
- Regions II Member Yes No \$50.00 Multiple Attendees –Same Municipality Yes No
- Region III Member Yes NO \$50.00

## GUEST INFORMATION (IIMC Members Cannot Register As Guests)

Name \_\_\_\_\_ First name to appear on badge \_\_\_\_\_

Municipality \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

## REGISTRATION FEES IN U.S. DOLLARS (Payment must be received by 3/30/18)

	On or Before 3/30/18	After 3/30/18	TOTAL
<b>DELEGATE PACKAGE</b> (Payment must be received by 3/30/18 - early bird)			
IIMC Member/Associate	\$600.00	\$650.00	\$ _____
IIMC Retired Member	\$195.00	\$245.00	\$ _____
IIMC Region X (Canada)	\$460.00	\$510.00	\$ _____
IIMC Region XI (Outside North America) No Other Discounts Apply	\$395.00	\$445.00	\$ _____
Non-Member	\$815.00	\$865.00	\$ _____
Guest Package	\$265.00	\$315.00	\$ _____

## OPTIONAL ACTIVITIES (All costs in U.S. Dollars)

### Saturday, May 19 - Athenian Dialogues

- *Hidden Figures* by Margot Lee Shetterly **SOLD OUT** \$110.00 **SOLD OUT**
- *Redemption at Hacksaw Ridge* by Booton Herndon \$110.00 \$ \_\_\_\_\_

### Saturday, May 19 - Academy Seminars

- No One Just 'Snaps' – AM **SOLD OUT** \$179.00 **SOLD OUT**
- Effective Listening: What Is It You Are Really Hearing? – PM \$179.00 \$ \_\_\_\_\_
- Accepting the Leadership Challenge – PM \$179.00 \$ \_\_\_\_\_

### Sunday, May 20 - Athenian Dialogue

- *Failure Is Not an Option* by Gene Kranz **SOLD OUT** \$110.00 **SOLD OUT**
- *Shoot Like a Girl* by Mary Jennings Hegar **SOLD OUT** \$110.00 **SOLD OUT**

### Sunday, May 20 - Academy Seminars

- The Radar O' Reilly Phenomenon – AM \$179.00 \$ \_\_\_\_\_
- From Stress to Resilience: Developing the Gift of Mental Toughness – PM \$179.00 \$ \_\_\_\_\_
- The Strategic Planning, Improvement and Realignment Process -- PM \$179.00 \$ \_\_\_\_\_

### IIMC Foundation Windbreaker (Circle One) S M L XL XXL

\$30.00 \$ \_\_\_\_\_

### Tuesday, May 22

- Offsite Concurrent Education Session – AM only \$60.00 **SOLD OUT**
- **Norfolk – A Resilient City Taking Action** **SOLD OUT**  
Limited to the first 100 registrants

Submit Registration Form with payment by check/money order credit card (in U.S. funds) by above dates.

**Apply All Discounts** \$ \_\_\_\_\_

Payment must accompany registration form. Do not mail and FAX same registration form.

**TOTAL** \$ \_\_\_\_\_

CHECK ENCLOSED PAYABLE TO IIMC

American Express/Visa /Mastercard/Discover # \_\_\_\_\_ Total Amt. Charged \$ \_\_\_\_\_

Expiration Date \_\_\_\_\_ Card Holder's Signature \_\_\_\_\_

You can FAX this Form to IIMC at 909/944-8545 OR mail to IIMC, 8331 Utica Avenue, Suite 200, Rancho Cucamonga, CA 91730 postmarked by May 5, 2018.  
If you miss this deadline, please bring this Form and payment with you to the IIMC Conference Registration Desk at the Marriott Hotel/Convention Center.