

# Conference Registration

**Registration:** The IIMC Conference Registration and Cashier's Office will be at the Birmingham Jefferson Convention Center. Registrants may check in beginning **Saturday, May 18 from 7 a.m. to 6 p.m. and Sunday, May 19 from 7 a.m. to 6 p.m.** The IIMC Office, Cashier and Registration area will remain open throughout the week.

Use the following Conference Registration Form or register online for the Conference in Birmingham. IIMC will confirm your Conference registration by email.

Payment and registration form must be received by **Monday, April 1, 2019** 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. 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 - Birmingham Welcome Party
- 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 - Birmingham Welcome Party
- 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

## CONFERENCE CANCELLATIONS/REIMBURSEMENTS/REFUNDS

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 Friday, **May 3, 2019** or emailed on or after Friday, **May 3, 2019** are non-refundable.

If written notice is received by **Monday, April 1, 2019** regardless of what is cancelled (Academy, Conference Registration or all), a full refund minus a \$40.00US handling and processing charge will be issued. If written notice is received between **Tuesday, April 2** and **Friday, May 3, 2019**, 75% of the fee will be refunded (minimum fee of \$40.00US). No refunds will be made after **Friday, May 3, 2019**. 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 \$40.00US is **Friday, May 3, 2019**. 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 at its sole discretion.

## HOUSING INFORMATION

Delegates must make their own housing reservation see Preliminary Program or website for details. Conference housing rates will be honored on a first-come, first-served and availability basis. **SALES TAX** -- The current hotel occupancy tax rate in Birmingham is 17.5% (subject to change). All room reservations are to be guaranteed with a credit card.

If you have any special needs (physically challenged, dietary, etc.), please contact Janis Daudt, Member Services Director at [Janis@iimc.com](mailto:Janis@iimc.com) or by calling 909/944-4162.

# IIMC Registration Form • Delegate Information

Print or type all information

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

First Name or Nickname to appear on badge \_\_\_\_\_

Cell Phone ( ) \_\_\_\_\_ Job Title/Position \_\_\_\_\_

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

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

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

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

Discount Program (check boxes) 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 III Member Yes No \$50.00 Multiple Attendees –Same Municipality Yes No See below

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

	On or Before 4/01/19 (Early Bird)	After 4/01/19	TOTAL
<b>DELEGATE PACKAGE (Payment must be received by 04/01/2019 - Early Bird)</b>			
IIMC Member	\$600.00	\$650.00	\$ _____
IIMC Retired Member	\$195.00	\$245.00	\$ _____
Multi Attendee - Same Municipality	\$485.00	\$535.00	\$ _____
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 18 - Athenian Dialogues**

- *Walking with the Wind* by John Lewis, Michael D'Orso **SOLD OUT** \$110.00 \$ **SOLD OUT** \_\_\_\_\_
- *The Junction Boys* by Jim Dent and Gene Stallings \$110.00 \$ \_\_\_\_\_

**Saturday, May 18 - Academy Seminars**

- The Four Pillars of Leadership from an Athlete Mindset – AM \$179.00 \$ \_\_\_\_\_
- Working from Strengths – PM \$199.00 \$ \_\_\_\_\_
- The Pen is Mightier than the Sword – PM \$179.00 \$ \_\_\_\_\_

**Sunday, May 19 - Athenian Dialogue**

- *The Rebellious Life of Mrs. Rosa Parks* by Jeanne Theoharis **SOLD OUT** \$110.00 \$ **SOLD OUT** \_\_\_\_\_
- *I Never Had it Made* by Jackie Robinson \$110.00 \$ \_\_\_\_\_

**Sunday, May 19 - Academy Seminars**

- The Selfies of Advocacy – AM \$179.00 \$ \_\_\_\_\_
- Effective Policy Making and Implementation – PM \$179.00 \$ \_\_\_\_\_
- Public Trust and Mistrust -- PM \$179.00 \$ \_\_\_\_\_

**IIMC Foundation Shirt S M L XL XXL ENTER SIZE** \_\_\_\_\_ \$25.00 \$ \_\_\_\_\_

**Tuesday, May 21**

- Offsite Education Session – AM PM (please check one) \$60.00 \$ \_\_\_\_\_  
Birmingham Civil Rights Institute (BCRI)  
Limited to the first 100 registrants for each session.

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

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

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

CHECK ENCLOSED PAYABLE TO IIMC

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

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

Name on Card (PRINT) \_\_\_\_\_ 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 Sunday, May 5, 2019.  
If you miss this deadline, please bring this Form and payment with you to the IIMC Conference Registration Desk at the Birmingham Jefferson Convention Center.