



General Seminar Information and Registration

Confirmation

Upon receipt of your registration and payment, a confirmation letter will be faxed or e-mailed to you. Please review this letter carefully to ensure that all the information is correct. If your confirmation does not arrive three working days before the seminar, please call us to verify your registration.

Substitutions/Cancellations

Someone can substitute for you at any time; just call and let us know. We understand circumstances arise that may require you to cancel your registration. Please provide written notice at least five (5) days in advance of the scheduled program. You will receive a refund of your registration fee, less a \$25 processing charge.

Five ways to register:

1. Online registration at <https://www.ismanet.org/signup.aspx>.
2. MAIL completed registration form and payment to: ISMA, Attn: Seminars, PO Box 803, Indianapolis, IN 46206-0803. Allow 10 business days for the registration and payment to reach the ISMA.
3. Call the ISMA Education Department at (800) 257-4762 and have your credit card information ready.
4. Fax completed form with credit card information to ISMA Education at (317) 261-2076.
5. E-mail us at seminars@ismanet.org.

Payment is due 5 days prior to the seminar

Registration Form

I am registering for:

(1) _____
(2) _____
(3) _____

Program code _____
Program code _____
Program code _____

Name _____

Are you an ISMA member? yes no

*Email _____

Are you employed by an ISMA member? yes no

Name _____

Member's name _____

*Email _____

Amount Due: \$ _____

Name _____

I will be paying by Check VISA or MasterCard

*Email _____

Account # _____

Place of Employment _____

Expiration Date _____

Street Address _____

Cardholder name _____

City _____ State ___ Zip _____

Cardholder billing address _____

Phone _____

*Fax _____

Signature _____

Make check payable to ISMA

*Confirmations sent via e-mail when provided