



MASTERING  
GROUP  
FACILITATION

## 3 Day Intensive Workshop; September 26-28, 2018 REGISTRATION FORM

### Contact Information

Name

Nickname/Name on Badge (if different)

Title/Department

Company

Mailing Address

Billing Address (if different from mailing address)

City

State

Zip

Office Telephone

Mobile Telephone

Email

# Itinerary & Special Requests

This course will run from 8:30am-4:30pm Wednesday, September 26 through Friday, September 28, 2018. Breakfast and lunch will be served each day. Lodging and additional information will be provided upon registration. If you require special accommodations to participate in the 3-day training program (including dietary restrictions), or if you have a special request, contact Rochelle Ellis at [rellis@orgpg.com](mailto:rellis@orgpg.com). OPG does request that you make every attempt to attend all three days of the workshop to ensure maximum engagement.

In the event that a scheduled training program is cancelled for any reason, all course fees paid in advance to OPG may be transferred to a future training program, another participant from the same company may be substituted without penalty, or a request for full refund may be submitted. However, we cannot be held responsible for any transportation, lodging, fees, or penalties incurred as a result of the program cancellation. To avoid cancellation fees and penalties, we recommend you purchase refundable tickets and travel insurance.

My signature below indicates that I have read and agree to the above conditions and cancellation policy.

**Signature:** \_\_\_\_\_

# Course Fees and Payment

**\$1,500 per person plus a \$250 materials fee** which will cover three breakfasts, three lunches, and all materials.

**Check:** Please make checks payable to Organizational Performance Group and indicate “Mastering Group Facilitation Workshop” in the memo.

**Invoice:** We are happy to invoice your accounts payable department for the balance of the course fees if preferred. Please provide the appropriate information below:

Organization: \_\_\_\_\_

Accounts Payable Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

**Credit Card:**

Name as it appears on the card: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

# Completing Your Registration

Complete this registration form and return it to us via US Post, fax, or email. You will receive a confirmation via mail or email, along with an invoice for the balance of the course fee, if applicable.

*Mail:* Mastering Group Facilitation: 3-Day Intensive, OPG, 15 Research Drive, Suite 4, Woodbridge, CT 06525

*Fax:* (203) 553-9620

*Email:* [rellis@orgpg.com](mailto:rellis@orgpg.com)

# Cancellation Policy

We incur substantial planning and administrative costs prior to the start date of this program, and the number of participants in each course is limited; therefore, the following cancellation fees apply:

NUMBER OF DAYS BEFORE PROGRAM	SUBSTITUTION	TRANSFER	CANCELLATION FEE
More than 30 days	No fee	No penalty	None
15-30 days	No fee	25% of course fee	50% of course fee
14 days or less	Not allowed	50% of course fee	100% of course fee

**Substitution:** If you are unable to attend, another person from your firm interested in the program may attend in your place. We allow substitutions up to 15 days in advance of the program start date.

**Transfer:** If you are unable to attend the April 11-13, 2018 program but would like to attend a future session, you may transfer your registration. We will accommodate your transfer request up to 15 days prior to the start date. Transfers may be applied to a later program date, up to one year after the original program, and registration may be transferred only once.

**Cancellation:** There is no fee for cancellation more than 30 days prior to the program start date. If registration is cancelled 15-30 days of the program start date, a 50% cancellation fee will be charged. If registration is cancelled within 14 days of the program start date, tuition will not be refunded.

**Refunds:** Program registration fees, less applicable cancellation fees, can be applied to a future program within one year of the original program start date. After one year, the balance is non-refundable.