



IASPA HR Essentials Workshop
Thursday, December 6, 2018 - 9:00 am – 3:00 pm
 Forest View Educational Center
 2121 S. Goebbert Rd. - Arlington Heights, IL 60005

There are two options for workshop registration:

Email with Purchase Order #: Complete this form with PO information and email to illinoisschoolpersonnel@gmail.com

Mail with Check: Complete this form and mail with a check enclosed to the address below.

Cost is \$150.00 per attendee.

Registration Deadline: Thursday, November 29, 2018.

Registrations will be accepted after this date as space permits. The workshop is limited to 125 attendees.

Name:(Prefix First Last) _____

Job Title: _____

District/Organization: _____

Address: _____

City, State, ZIP: _____

Telephone: _____

E-Mail: _____

Please use second page for additional registrant information

Number of Attendees @ \$150 each	Total Registration Fee	Check enclosed?	Purchase Order #, if applicable	If using a PO# please list the address/contact person to whom we may send the invoice

Make Checks Payable to IASPA and send to:

Mary Hasley, c/o Arlington Heights SD 25, 1200 S. Dunton Ave, Arlington Heights, IL 60005

IASPA Conference Registration Refund Policy

Conference registration cancellations received on or before 11/29/18 will be refunded less a \$50 processing fee. Cancellations received after 11/29/18 or no-shows cannot be refunded; IASPA is responsible for payment whether you attend or not, as final numbers will have been provided to the site by this date based upon registrations.

Requests for cancellations must be received by Mary Hasley by 11/29/18 at illinoisschoolpersonnel@gmail.com.

IASPA HR Essentials Workshop Multiple Registration Form

This form should be completed for all attendees from the same District

School District: _____

Name: _____

Job Title: _____

Telephone: _____

E-Mail: _____

Name: _____

Job Title: _____

Telephone: _____

E-Mail: _____

Name: _____

Job Title: _____

Telephone: _____

E-Mail: _____

Name: _____

Job Title: _____

Telephone: _____

E-Mail: _____