



MARCH 5, 2012 – LOEWS ANNAPOLIS HOTEL

8:00 AM – 4:00 PM

ONLINE REGISTRATION AVAILABLE AT [WWW.MARYLANDNONPROFITS.ORG](http://WWW.MARYLANDNONPROFITS.ORG)

(FOR GROUP DISCOUNTS SEE PAGE 2)

To Register: Review the policies and procedures, complete this registration form, and return with payment information.

By Mail: Maryland Nonprofits, 1500 Union Avenue, Suite 2500, Baltimore, MD 21211 - By FAX: 410-235-2190

If you have any questions, email us at [rsavdie@mdnonprofit.org](mailto:rsavdie@mdnonprofit.org) or call us at 410-727-6367 X 2310

PLEASE PRINT CLEARLY TO ASSURE PROPER CONTACT INFO

ORGANIZATION NAME (NO ACRONYMS): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT PHONE (in case program changes): \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL (used to send course reminder only): \_\_\_\_\_

FULL NAME OF ATTENDEE(S)	TITLE	MEMBER EARLY BIRD (BY DEC 30 <sup>TH</sup> )	MEMBER REGULAR (BY FEB 15 <sup>TH</sup> )	MEMBER LATE (BY FEB 28 <sup>TH</sup> )	NONMEMBER
		\$139	\$189	\$219	\$289
		\$139	\$189	\$219	\$289
TOTAL					

IS YOUR ORGANIZATION A VALID TRAINING PASSPORT HOLDER?  Yes  No

PAYMENT METHOD

CHECK ENCLOSED

AMEX

VISA

MASTERCARD

CARD NUMBER

EXP. DATE

CSV

NAME ON CARD: \_\_\_\_\_

CARD BILLING ADDRESS : \_\_\_\_\_

STREET ADDRESS

CITY/STATE/ZIP

CANCELLATION POLICY

- Cancellation requests must be made **in writing** (please fax to 410-235-2190 or email [rsavdie@mdnonprofit.org](mailto:rsavdie@mdnonprofit.org))
  - **Cancellations prior to Dec. 31 – Full Refund less \$15 handling fee payable by check**
  - **Cancellations between Jan 1 – Jan 31 – 50% Refund by check**
  - **Cancellations between Jan 31 – Feb 15 – 25% Refund by check**
  - **No refunds after Feb 15**

## POLICIES & PROCEDURES

- No telephone registrations will be accepted. Please register online, by mail, or by fax.
- Registration is not complete until payment is received.
- We do not sell or send materials to non-participants.
- Vouchers cannot be applied towards conference registrations
- Valid Training Passport holders at the time of conference receive 15% off every registration for members of their organization (no other discounts applied). If membership lapses, training passport discount will not apply.

*Group rates are only available for multiple attendees from the same member organization. Discount is only applicable for Early Bird (By December 30, 2011) and Regular Registration (By February 15, 2012). If you cancel any of the registrations and the total number of registrants from the organization drops below 3, the discounts will no longer apply. Remaining registrants (those not cancelled) will be adjusted to the original rate at the time of registration. Any difference between the new registration fee and the amount originally submitted by the organization will be refunded in accordance with the general cancellation policies for the event.*

FULL NAME OF ATTENDEE	TITLE	EARLY BIRD (BY DEC 30 <sup>TH</sup> )	REGULAR (BY FEB 15 <sup>TH</sup> )
		\$118	\$160
		\$118	\$160
		\$118	\$160
		\$118	\$160
		\$118	\$160
	TOTAL		

For groups of more than 5 from the same organization, please contact Dr. Tracey L. Durant, Director of Professional Development at [tdurant@mdnonprofit.org](mailto:tdurant@mdnonprofit.org) or 443-438-2335 for rates.