



CHECK REGISTRATION FORM NCI Placemaking - Charrette Training - West Branch

Please submit a *separate form for each person*. One check may pay for multiple participants from the same government agency or business. Please print legibly.

Then, mail or email/fax the completed form(s) and checks (mail only) to the MSU National Charrette Institute (see below for contact information). **Payment must be received prior to attending the program.** Refunds for cancellations within 14 business days before training will be less a 20% processing fee. Cancellations less than 14 business days prior to the program, will result in no refund being given. If a registrant cannot attend, rather than cancelling s/he may send a substitute without accruing a fee or penalty.

All fields below are required (*).

Full Name*:

Title*:

Community or Agency Name*:

Address*:

City, State, Zip Code*:

Country*:

Phone*:

Email Address*:

Rates*:

Early Rate - Through February 4, 2019 (check only *one* box below)

- ☐ \$80
- ☐ 20% Group Discount for three or more people from the same community or agency

Workshop Cancellation: Michigan State University reserves the right to cancel a workshop unless adequate registrations are received by the registration deadline (7 days prior to the event).

Accommodations for Persons with Disabilities: Accommodations for people with disabilities may be requested by calling (517) 884-0795 before the registration deadline (14 days before the training program). Requests received after that date will be met if possible.

In order to reserve your seat for this training, this registration form must be received by April 5, 2019. Registrations received after that date are not guaranteed. Return registration form (with check/money order made payable to Michigan State University) to:

MSU National Charrette Institute
Human Ecology Bldg
552 W. Circle Dr, Rm 112
East Lansing, MI 48824
Tel: (517) 884-0795
Fax: (517) 432-8108
Email: nci@msu.edu

Nondiscrimination: All Michigan State University programs are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation marital status, family status or veteran status.

Signature:

Date: