



# Federal Employment Law Training Group, LLC

## FELTG OPEN ENROLLMENT REGISTRATION FORM FOR FAX (206-350-2890) OR EMAIL (info@FELTG.com)

### Advanced Employee Relations

September 10 - 12, 2019

SpringHill Suites - Norfolk, VA

Tuesday, September 10: **Leave and Attendance**

Wednesday, September 11: **Performance Management**

Thursday, September 12: **Misconduct and Other Related Issues**

**Early Bird Tuition** (register by Aug. 27): 3 days=\$1370 2 days=\$970 1 day=\$530  
**Standard Tuition** (register Aug. 28-Sept. 12): 3 days=\$1470 2 days=\$1070 1 day=\$630

Rates per registrant and only within same training week.

Method of Payment:  Credit card  Purchasing Document (attach SF-182 or equivalent.)  Check enclosed

**Pay Now**  **Pay Later** (Credit card payments will be processed 2-3 weeks prior to the training start date if **Pay Now** is not selected.)

Attendee Name:

Title:

Agency:

Phone:

Address:

City / State / ZIP:

Email:

Credit Card Info Card Number:

Cardholder name:

Ex. Date:

CVV:

Cardholder email:

Cardholder phone:

**Purchase document invoices** will be submitted on last date of training with net 30 days terms. **Cancellations:** None accepted after August 11, 2019. **NO CANCELLATIONS, REFUNDS OR TRANSFERS** will be accepted for pre-paid training, or after August 11, 2019. No-shows will not be given credit towards future programs. FELTG reserves the right to make agenda modifications, or cancel any session with reasonable notice. **IMPORTANT:** If you do not receive an email confirmation from FELTG within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to space availability. **Registration must have a method of payment to be accepted for processing.** Travel arrangements are the responsibility of the attendee.