



# Federal Employment Law Training Group, LLC

## FELTG OPEN ENROLLMENT REGISTRATION FORM

To process your registration, submit by: EMAIL (info@FELTG.com) or FAX (206-350-2890)

### Employee Relations Week

June 21 - 25, 2021

Sheraton Denver West - Denver, CO - 8:30 am - 4:30 pm

Monday, June 21: **Introduction to Employee Relations**

Tuesday, June 22: **Leave Administration**

Wednesday, June 23: **Performance Issues & Introduction to EEO**

Thursday, June 24: **Discipline Issues**

Friday, June 25: **Employee Relations Potpourri**

**Early Bird Tuition** (register by June 7): 5 days=\$2190 4 days=\$1795 3 days=\$1385 2 days=\$980 1 day=\$540

**Standard Tuition** (register June 8-25): 5 days=\$2290 4 days=\$1895 3 days=\$1485 2 days=\$1080 1 day=\$640

Rates per registrant and only within the same training week. No split registrations. **Payment information must be submitted for registration to be accepted.**

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 May 22, 2020. **NO CANCELLATIONS, REFUNDS OR TRANSFERS** will be accepted for pre-paid training, or after May 22, 2020. 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.