



Federal Employment Law Training Group, LLC

FELTG OPEN ENROLLMENT REGISTRATION FORM

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

Workplace Investigations Week

November 16-20, 2020

International Student House - Ella Burling Hall - Washington, DC

Monday, November 16: **Administrative Investigations, The Substantive Basis**

Tuesday, November 17: **Harassment Investigations**

Wednesday, November 18: **Conducting the Investigation, Part I**

Thursday, November 19: **Conducting the Investigation, Part II**

Friday, November 20: **Writing the Investigative Report**

Early Bird Tuition (register by Nov. 2): 5 days=\$2190 4 days=\$1795 3 days=\$1385 2 days=\$980 1 day=\$540
Standard Tuition (register Nov.3- Nov. 20): 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.

Method of Payment:	<input type="radio"/> Credit card	<input type="radio"/> Purchasing Document (attach SF-182 or equivalent.)	<input type="radio"/> Check enclosed
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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 Oct. 17, 2020. **NO CANCELLATIONS, REFUNDS OR TRANSFERS** will be accepted for pre-paid training, or after Oct. 17, 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.