



# Federal Employment Law Training Group, LLC

## FELTG OPEN ENROLLMENT REGISTRATION FORM

To process your registration, please: EMAIL ([info@FELTG.com](mailto:info@FELTG.com)) OR FAX (206-350-2890)

### Advanced Employee Relations

September 26-28, 2023

International Student House - Washington, DC

Tuesday, 9/26/23: **Leave and Attendance**

Wednesday, 9/27/23: **Performance Management**

Thursday, 9/28/23: **Misconduct and Other Related Issues**

**Early Bird Tuition** (register by September 1): 3 days=\$1795 2 days=\$1335 1 day=\$1111

**Standard Tuition** (register September 2-28): 3 days=\$1995 2 days=\$1535 1 day=\$945

Rates per registrant and only within same training week.

**Payment information must be submitted for registration to be accepted for processing.**

Method of Payment:

Credit card

Purchasing Document (attach SF-182 or equivalent.)

**Pay Now** (Card will be charged when registration is processed.)

**Pay Later** (Credit card payments will be processed about 2-3 weeks prior to the training start date if Pay Now is not selected. Purchase document invoices will be submitted on last date of training with net 30 days terms.)

Attendee Name:

Title:

Agency:

Phone:

Attendee Work Address including City/State/ZIP:

Agency Billing Address including 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 27, 2023. **NO CANCELLATIONS, REFUNDS OR TRANSFERS** will be accepted for pre-paid training, or after August 27, 2023. 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. Travel arrangements are the responsibility of the attendee.