



Federal Employment Law Training Group, LLC

FELTG Virtual Training Institute Registration Form

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

Effectively Managing and Communicating With Federal Employees

August 19-20, 2020 (eastern time)

Wednesday, August 19: Session 1 – 12:30 pm - 4:00 pm (break 2:00 - 2:30)	Thursday, August 20: Session 2 – 12:30 pm - 4:00 pm (2:00 - 2:30)
Managing Effectively	Communicating Effectively

Early Bird Tuition (register by August 10): **One Session = \$275 Two Sessions = \$525**

Standard Tuition (register August 11-20): **One Session = \$330 Two Sessions = \$595**

Rates per registrant and may not be used for groups under any circumstances. No split registrations.

Join as a live session and view through the internet **if permitted by agency firewall/security settings**. FELTG does not guarantee this access is available. Registrant will be provided access to a copy of the materials and dial-in directions. All registrants will receive validation of enrollment from FELTG, and separate confirmation notice from Zoom or Webex with a unique link. Access emails can not be shared or forwarded. Retransmission by any means is not permitted. **Registrant will receive a final log-in/dial-in directions reminder email 24 hours before the first session. FELTG will not accept sub requests after this time. Check SPAM folders and firewall settings to be sure you do not miss this access information.**

Pay Now (Credit card payments will be processed approximately one week prior to the training start date if Pay Now is not selected.)

Pay Later (Purchase document invoices will be submitted on last date of training with net 30 days terms.)

Attendee Name:	Title:	
Agency:	Phone:	
Address:		
City / State / ZIP:		
Email:		
Credit Card Info	Card Number:	
Cardholder name:	Ex. Date:	CVV:
Cardholder email:	Cardholder phone:	

Credit card tuition charged approximately one week prior to the training start date. Early payment is available and waives cancel policies. Cancellations: There are no cancellations through Zoom or Webex. You may cancel up to **August 10, 2020** only by calling FELTG at 844.283.3584. **No refunds or credits for no-shows or cancellations made after August 10, 2020.** FELTG reserves the right to modify or cancel programs with reasonable notice. If you do not receive an email validation from FELTG within seven days of submission YOU ARE NOT REGISTERED. Call us immediately. Registrations confirmed subject to availability. FELTG can not verify remote participation.