



# 2010-11 Event Registration

Register online at: [www.gomiem.org](http://www.gomiem.org)

Date	Class	Time	Cost	Amount
<b>MSBO Certification Classes</b>				
2/10/11	Technology in the Classroom	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
2/17/11	Time Management–Webinar	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/8/11	Team Leadership	8:45 am-noon	\$70 member/\$100 nonmember	\$
3/8/11	Strategic Planning	12:45-4:00 pm	\$70 member/\$100 nonmember	\$
3/24/11	Labor Relations/Employment Law	8:45 am-4:00 pm	\$140 member/\$200 nonmember	\$
<b>SAPC Certification Classes</b>				
2/1-28/11	Be Direct with Respect	online class	\$75 member/\$90 nonmember	\$
4/1-29/11	The Leader in You	online class	\$75 member/\$90 nonmember	\$
				<b>TOTAL</b>

New classes and programs are forming now for 2011-12! Please check out our website at [www.gomiem.org](http://www.gomiem.org) for a complete list.

## Registration Information—please print

Name: \_\_\_\_\_  
 Name for Badge: \_\_\_\_\_  
 Title/Position: \_\_\_\_\_  
 District/Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
 E-mail (required): \_\_\_\_\_  
 Special Services Requested: \_\_\_\_\_

## Payment Information:

Check enclosed payable to MIEM for \$ \_\_\_\_\_  
 Charge my:  Visa  MasterCard  
 Cardholder's Name: \_\_\_\_\_  
 Card#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
*Please sign as it appears on your credit card*

### Mail your completed registration form with a check to:

MIEM, 1001 Centennial Way, Ste. 300, Lansing, Michigan 48917

### Fax with purchase order or credit card number to:

517.327.0771

Questions: 517.327.2589 or [miem@gomiem.org](mailto:miem@gomiem.org)

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**Weather Policy:** In event of bad weather, please check [www.gomiem.org](http://www.gomiem.org) for delays and program updates.

### Payment Policy:

Payment must be made by the day of the event or a \$25 late fee is assessed. All unpaid balances will be issued an invoice after the event which will include the \$25 late fee. You can bring payment with you on the day of the event to avoid the late fee. NOTE: Purchase orders are not payment. All no shows will be invoiced.

### Cancellation Policy:

A \$25 service fee will be retained for cancellations. No refunds will be issued for cancellations made two weeks prior to the event. Substitutions may be allowed until the start time of the program without penalty, by emailing [danielle@gomiem.org](mailto:danielle@gomiem.org).

### SB-CEUs:

SB-CEUs may be granted pending approval. You must be on time and stay until the end of the program.