



# National Preservation Institute

P.O. Box 1702 Alexandria, VA 22313-1702 703.765.0100 info@npi.org www.npi.org

## Registration Form

**To register for a seminar.** Registration is recommended at least **6 weeks** prior to the seminar to secure a place and to avoid cancellation due to low enrollment.

- By mail: print form, type or print information, and mail to (Note: *FedEx is not accepted at P.O. boxes*):  
National Preservation Institute, P.O. Box 1702, Alexandria, VA 22313-1702
- By fax: print form, type or print information, and call 703.765.0100 to request fax number
- By email: send information requested on form to [info@npi.org](mailto:info@npi.org)

**Questions?** Call 703.765.0100 or email [info@npi.org](mailto:info@npi.org).

**Seminar Location, Hours, and Hotels** Confirmation of registration is sent out by email or fax to registered participants one month prior to the seminar date and includes the location, hours, and a list of conveniently located hotels. Seminars generally are held from 9 a.m. to 5 p.m.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Affiliation: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_

Seminar	Location	Date(s)	Fee
_____	_____	_____	_____
<b>Total</b>			<b>\$</b> _____

**Registration Fees.** Rates are effective through December 31, 2008. Rates below apply for seminars taken within a 7-day time period. Discounts may be available when registering four or more participants from the same organization for one seminar.

- |   |                |                |   |
|---|----------------|----------------|---|
| <input type="checkbox"/> 1 day Advance, \$225 | Regular, \$275 | Student, \$125 | <b>Advance:</b> registrations received at least 6 weeks prior to seminar.<br><b>Regular:</b> registrations received less than 6 weeks prior to seminar.<br><b>Student:</b> full-time student <input type="checkbox"/> Identification enclosed |
| <input type="checkbox"/> 2 days \$375         | \$425          | \$175          |   |
| <input type="checkbox"/> 3 days \$525         | \$575          | \$225          |   |
| <input type="checkbox"/> 4 days \$675         | \$725          | \$275          |   |
| <input type="checkbox"/> 5 days \$825         | \$875          | \$325          |   |

### Payment Options (check one)

Payment (by check or credit card) or receipt of a training voucher/purchase order is required prior to the seminar. Fees are deposited one month prior to the seminar. Restrictions apply to fees deposited further in advance. Refunds are made only for cancellations received 4 weeks prior to the seminar. A \$50 rescheduling fee applies to cancellations made less than 2 weeks prior to the seminar. Registrants receive a full refund if the seminar is cancelled by NPI. NPI reserves the right to substitute an instructor if necessary and will notify registered participants whenever possible.

- I am enclosing a check payable to the National Preservation Institute
  - I am enclosing a training voucher or purchase order
  - Please charge my credit card  Visa  MasterCard  American Express
- Please fax, mail, or call in credit card information; DO NOT email credit card number.  
 Card # \_\_\_\_\_ Exp. \_\_\_\_/\_\_\_\_

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

**Certificate**  Please send me a certificate indicating completion of training. Certificates are mailed out at the end of each semester.

**AIA/CES**  As an AIA member, I would like to receive learning units for the eligible program(s) listed above.  
 AIA member #: \_\_\_\_\_