



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: National Preservation Institute, P.O. Box 1702, Alexandria, VA 22313-1702

NOTE: *FedEx is not accepted at P.O. boxes*

• By fax: Call 703.765.0100 to request fax number

• By email: Send PDF or include information without form in body of email to info@npi.org

NOTE: *Do not email credit card information*

Questions? Call 703.765.0100 or email info@npi.org.

Seminar Location, Hours, and Hotels Confirmation of registration is sent out by email 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: _____ Email: _____

Seminar	Location	Date(s)	Fee
_____	_____	_____	_____
Total			\$ _____

Registration Fees. Rates are effective through December 31, 2020. Calculate fees based on total number of seminar days within a 5-day period. Discounts may be available when registering 4 or more participants from the same organization for one seminar.

<input type="checkbox"/> 1 day Advance, \$300	Regular, \$350	Student, \$200
<input type="checkbox"/> 2 days \$550	\$600	\$300
<input type="checkbox"/> 3 days \$700	\$750	\$350
<input type="checkbox"/> 4 days \$850	\$900	\$400
<input type="checkbox"/> 5 days \$1,000	\$1,050	\$450

- Advance:** registrations received at least 6 weeks prior to the seminar.
- Regular:** registrations received less than 6 weeks prior to the seminar.
- Student:** full-time student; identification must be submitted at time of registration

Payment Options

Payment by check or credit card or a training voucher/purchase order must be received at least 3 weeks prior to the seminar. Check deposits and credit cards charges are made 2 to 4 weeks prior to the seminar and fees are not refundable; training vouchers/purchase orders are invoiced. Cancellations must be received 4 weeks prior to the seminar; a rescheduling fee may be applied to later cancellations. 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 INFORMATION.**

Card # _____ Exp. ____/____

Cardholder's Name

Signature

Certificate of attendance I would like to receive a certificate of attendance indicating completion of training. Certificates are mailed out at the end of each semester.

A copy of the completed registration form serves as a record of submission. Confirmations with location and nearby hotel information are sent a month prior to each seminar, once NPI ensures there is sufficient participation to hold the seminar. Check deposits and credit cards charges are made 2 to 4 weeks prior to the seminar.

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