



# 2017 REGISTRATION FORM

## Employment, Training, Benefits & Wellness

May 16, 2017 • Columbia, Missouri  
Stoney Creek Hotel & Conference Center

**Registration Fee**  
**\$249 per ATTENDEE**  
After 4/1/2017

### COMPANY INFORMATION

ALL fields must be filled out COMPLETELY in order for this registration to be processed.

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

#### Type of Organization

- Public Sector (City, State, County, School)     Private Sector     Non-Profit Sector

#### Size of Organization

- Less than 3     3 to 49 employees     50 to 99 employees  
 100 to 499 employees     500 or more employees

#### How did you hear about the conference?

- MEC Website / Email     Association (Which one) \_\_\_\_\_     Newspaper (Which one) \_\_\_\_\_  
 MEC Brochure/Flyer     Social Media (Which one) \_\_\_\_\_     Other \_\_\_\_\_

### PAYMENT INFORMATION

- Check Enclosed**  
Make checks payable to: **Missouri Employment Conference**  
Mail completed registration form with payment to:  
Missouri Employment Conference  
8711 Windsor Parkway, Suite 5, Johnston, IA 50131  
*If registering for early-bird rates and paying by check, your check must be postmarked by 4/1/2017.*

- Invoice** (Please see Registration Terms & Cancellation Policy)  
Completed registration forms may be faxed or emailed.  
Fax: 515-331-2199  
Email: [conference@missouriemploymentconference.com](mailto:conference@missouriemploymentconference.com)

**Billing Email** \_\_\_\_\_  
(Invoices will be emailed to this email address.)

### REGISTRATION / ORDER SUMMARY

Registration Fee \$ \_\_\_\_\_

Number of Attendees x \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

*In the event that the total amount due is miscalculated on this form, IEC*

### FOUR EASY WAYS TO REGISTER

**Online:** [www.missouriemploymentconference.com](http://www.missouriemploymentconference.com)

Send completed forms by:

**Email:**  
[conference@missouriemploymentconference.com](mailto:conference@missouriemploymentconference.com)

**Fax:** (515) 331-2199

**Mail form and payment to:**  
Missouri Employment Conference  
8711 Windsor Parkway, Suite 5  
Johnston, IA 50131

**For information, contact us at:**  
Email: [conference@missouriemploymentconference.com](mailto:conference@missouriemploymentconference.com)  
Phone: (515) 331-9020 (8:00 AM – 5:00 PM)

#### Payment Policy

Payment must be received in full prior to the conference date. We reserve the right to refuse admission to the conference, if payment has not been received.

#### Registration Terms & Cancellation Policy

Once we have received this registration form, you will be responsible to pay the conference registration fee based on the Registration Terms & Cancellation Policy.

Cancellations must be made in writing by April 16, 2017 in order to receive a refund, minus a \$150 cancellation fee. **Registrations who do not cancel prior to April 16, 2017, will be liable for the full registration fee.** Non-payment or non-attendance does not constitute cancellation. No refunds will be processed prior to the event.

**If you're unable to attend:** If you register and are unable to attend, you may substitute another person in your place. You must provide the individual's contact information prior to the conference date. This information must be provided for the individual to attend.

#### Accommodation

If you have a disability and need an accommodation in order to attend this conference, please contact us as soon as possible.

**ATTENDEE INFORMATION** (Please type or print names as they should appear on name badges.)

Name \_\_\_\_\_ Title \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

Check all credentials that apply to you. Please indicate the type of certificate you currently hold.

- HRCI (i.e. PHR) \_\_\_\_\_  Legal \_\_\_\_\_
- SHRM-PDC \_\_\_\_\_  Insurance \_\_\_\_\_
- RCH \_\_\_\_\_  IMFOA \_\_\_\_\_

Special dietary requirements - specify \_\_\_\_\_

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Special dietary requirements - specify \_\_\_\_\_

**HOTEL**

For hotel information, please visit our website at [www.MissouriEmploymentConference.com](http://www.MissouriEmploymentConference.com)

**Office Use Only**

Received \_\_\_\_\_ Entered \_\_\_\_\_ Invoice # \_\_\_\_\_ Paid \_\_\_\_\_ Check # \_\_\_\_\_