

IFMA's 2012 Fall Symposium Registration Form

Oct. 27- Nov. 2, 2012 | Grand Hyatt San Antonio Hotel | San Antonio, Texas, USA

Complete this form and return to: IFMA Customer Service Center, 1 E. Greenway Plaza, Suite 1100, Houston, Texas, 77046-0104 USA; fax to +1-281-974-5650; or go to www.worldworkplace.org to register online.

Conference Registration Fees:

Operations & Maintenance: 2-day, Oct. 27-28, 2012

IFMA/SAME Member - US\$700 Nonmember - US\$900

Leadership & Strategy Essentials: 2-day, Oct. 27-28, 2012

IFMA/SAME Member - US\$700 Nonmember - US\$900

Project Management: 2-day, Oct. 29-30, 2012

IFMA/SAME Member - US\$700 Nonmember - US\$900

Finance & Business Essentials: 2-day, Oct. 29-30, 2012

IFMA/SAME Member - US\$700 Nonmember - US\$900

The CFM Exam Review Course: 2-day, Oct. 29-30, 2012

IFMA/SAME Member - US\$495 Nonmember - US\$695

Facility Management: A Practical Intro: 2-day, Oct. 29-30, 2012

IFMA/SAME Member - US\$295 Nonmember - US\$395

The SFP credential is being offered as a complete series:

IFMA/SAME Member - US\$1,995 Nonmember - US\$2,295

Please select either the complete series or one part to take on site:

SFP Parts 1 & 2 | Oct. 28 - Nov. 2, 2012 (complete series)

SFP Part 1: Strategy and Alignment for Sustainable Facilities + Managing Sustainable Facilities (Oct. 28-30, 2012)

SFP Part 2: Operating Sustainable Facilities (Oct. 31- Nov. 2, 2012)

TOTAL DUE: US\$ _____

Name:		IFMA ID#:
Informal name (for badge):		
Title:	Organization:	
Street address:		
City:	State/Province:	ZIP/Postal Code:
Phone:	Fax:	
Email:		

Special Needs: Please indicate any special needs. **Dietary:** Yourself Guest

Vegetarian Kosher **Food Allergy** (please specify): _____

Payment Information: Payment must accompany registration form. Any form received that does not include payment will be returned without processing. Fees payable in U.S. funds only. IFMA's not-for-profit organization I.D. is 38-2402699.

My check is enclosed. (Please make payable to IFMA.) Company Purchase Order: (Copy of purchase order form must be included)

Charge my: American Express Diners Club Discover MasterCard VISA

Card Number: _____ Exp. Date: _____

Card Member Name: _____

Authorized signature: _____ Date: _____

Authentication Number: _____

(A three or four-digit number printed on the front of the card or on the tamper evident signature panel on the back of credit cards)

Card Member Billing Address: _____

Cancellation/refund policy: IFMA reserves the right to cancel an IFMA educational event due to low enrollment, unforeseen factors, or any other reason making it practically or economically inadvisable to conduct the event. In the event of cancellation, registrants will be notified as promptly as the circumstances permit (although IFMA cannot be liable for any failure to notify). IFMA, however, cannot be responsible for any other costs, losses or inconveniences that a registrant may incur, such as costs of transportation (plane, train, rental car, etc.), hotel cancellation fees, reservation fees, lost pay, vacation or leave time, etc. Full refunds will be granted for cancellations received in writing at IFMA prior to Sept. 6, 2012. After Sept. 6, all approved refunds are subject to a US\$75 administrative fee. A 50 percent penalty will be applied to cancellations received in writing to IFMA between Sept. 7 and Sept. 27, 2012. Refunds will not be granted after Sept. 27, 2012. Refunds will not be given for no-shows after the conference. **Questions?** Call IFMA headquarters at +1-713-623-4362 or send an email to registrations@ifma.org.