

AIP Southern Workshop

PROJECT 2010

Sponsored by the

Student Education Association (Alabama State University Chapter) and
International Association of Administrative Professionals (Xperte Chapter)

In conjunction with the American Institute of Parliamentarians

Effective Meeting Management Skills

February 6, 2010

Name _____ First Name on Badge _____

Address _____ City _____

State/Province _____ Zip _____

Phone _____ E-Mail _____

Emergency contact _____ Phone number _____

This form must be or submitted on line or postmarked on or before January 25, 2010, for the discounted rate.
All fees are to be paid in US currency.

Registration fee includes: All workshop materials, continental breakfast and lunch.

Full Registration	Prior to January 25 th	After January 25 th	
Regular Registration	\$49.00	\$55.00	\$ _____
Student Registration**	\$25.00	\$35.00	\$ _____
Total payment			\$ _____

Checks Registration should be payable to AIP and sent to: **American Institute of Parliamentarians, c/o Emma Faulk, Alabama State University, 550M Ritchie Highway #271, Severna Park, MD 21146**

Credit Card Register online at www.AIPparl.org or call Headquarters **888-664-0428**

Cancellation Policy: Cancellation requests must be in writing. Cancellations received after January 25th will be subject to a \$20.00 service fee. No refunds will be given for cancellations after Monday, February 01, 2010.

****Alabama State University Students:** Registration is required, please enter code "AUSTUDENT" in the discount code field on the payment page.

Please contact **Drury Inn and Suites** directly if you need to make overnight room reservations. Hotel reservations may be made by calling **334-272-1101**. Remember to mention the American Institute of Parliamentarians when making your reservation to receive the group rate of **\$89.00** single or double.