



2009 Professional Development Day Terms & Conditions Cancellation Policy

The Milwaukee / Southeast Wisconsin Chapter of the Project Management Institute
W175 N11117 Stonewood Drive, Suite 204, Germantown, WI 53022 Ph. 262-532-2440, Fax. 262-532-2430

REGISTRATION, TRANSFER, CANCELLATION AND REFUND POLICY Registration Policy

Early Registration Individuals

Registration is open to PMI members and Non-Members and their guests.

On or before September 17, 2009 registration must be made by US Mail using the Registration Form available via download from the PDD homepage or via online registration with a credit card ([2009 PDD Registration](#)). Registration via the mail must include payment by check to receive early registration discount. PMI Members must furnish official PMI member number on registration form to receive PMI member discount. Contact PMI National if you are uncertain of your PMI Member Number (www.pmi.org).

After September 17, 2009 but on or before October 25, 2009 registration can be made by US mail using the Registration Form or via online registration with a credit card ([2009 PDD Registration](#)). Registration via the US Mail must include payment by check and PMI members must furnish official PMI members number on registration form to receive PMI member discount.

Groups

For the purpose of PDD registration, groups are defined as 6 or more PMI members or non-members from the same firm or organization who choose to register at the same time as a Group. Groups receive the same discount as PMI members in accordance with the following schedule:

Postmarked check by September 17, 2009 - \$ 200 per member / \$250 per non-member
After September 17, 2009 but on or before October 25, 2009 - \$250 per member / \$275 per non-member

Group Registration is NOT available after October 25, 2009.

Registration must be made by US mail using the Registration Form above. Registration must include payment by check and names of all attendees from the group to receive group registration discount. If the group would like to use a credit card for payment, please send an email containing the contact information for the individual who will be paying the fees to PDD@pmi-milwaukee.org.

For additional information / suggestions / special needs, contact:

Jennifer Reinke, VP – Professional Development
Email: professional-dev@pmi-milwaukee.org
ph: 262-893-7057



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Transfer Policy

All individual registrations are fully transferable without fee, including individuals named within a group. To facilitate registration at the event, please email information of all individual transfers before the day of the event to: Professional-dev@pmi-milwaukee.org

Cancellation and Indemnification Policy

The Milwaukee / Southeast Wisconsin Chapter of the Project Management Institute (“PMI”) reserves the right to cancel the PDD event for its convenience or any reason it deems sufficient. It is expressly agreed and understood that registration for the PDD event entitles Registrant only to attendance at the PDD event or a full refund if the PDD event is cancelled by PMI.

Registrant agrees to indemnify PMI, its officers, volunteers and agents from any and all claims arising from Registrant or third parties, including, but not limited to incidental, consequential or liquidated damages arising from or by virtue of registration by Registrant hereunder or cancellation of PDD event by PMI.

Refund Policy

No refunds will be made after October 10, 2009 for any reason except cancellation of the PDD event by PMI.

Individuals

The Registrant shall receive a full refund under the following circumstances:

- Cancellation of the PDD event by PMI

The Registrant shall receive a refund of their registration fee less a \$50 handling fee under the following circumstances:

- Notification of refund request by both **email and voicemail** no later than 5:00 pm Central Standard Time prior October 15, 2009 to the following:
 Jennifer Reinke, VP –Professional Development
 Email: professional-dev@pmi-milwaukee.org
 ph: 262-893-7057

Registrant will receive a confirming email which confirms their refund. ALL REFUNDS will be made by check mailed within 5 days after refund confirmation. Follow-up via phone if confirmation is not received by October 20th, 2009.

Groups

Complete groups may receive refunds under the same terms and conditions as noted above for individuals. A group may receive a refund under the above terms and conditions for an individual from a group providing the group count does not fall below a total of six attendees. In the event the group does fall below a total of six attendees, the group shall be entitled to a refund under the above terms and conditions EXCEPT the amount to be refunded shall be as follows:

Amount Paid per Individual	Amount to be Refunded
\$ 200	\$ 125
\$ 250	\$ 175