

LIOS GRADUATE COLLEGE OF SAYBROOK UNIVERSITY
WORKSHOP REGISTRATION FORM



Please print clearly and fill out one registration form for each participant. Payment in full is due prior to event. Registration Form must be submitted by mail or fax. You will receive an e-mail confirmation as soon as you are registered for the class. Location: 4010 Lake Washington Blvd. NE, Suite 300, Kirkland, WA 98033 • Phone 425.968.3400 • Fax 425.968.3406 • www.saybrook.edu/lios

Participant contact information is required.

Name _____
LIOS B.S./M.A. Degree _____ Track _____ Year Graduated _____
Organization _____ Position/Title _____
Contact Address _____ City _____ State _____ Zip _____
Day Phone _____ Evening Phone _____ Fax _____
E-mail _____ Contact Address is: Work or Home
Where did you hear about this workshop? Employer/supervisor/HR Coworker LIOS Alumni LIOS website
 Internet Event Print ad/flyer Radio Other (please specify) _____

Workshops: If you do not receive a confirmation email within seven days, please call 425.968.3400.

- InterAct: Skills for Adaptive Leadership (\$925 - 20 CE hours) Workshop Dates _____ Cost _____
- Results-Focused Communication (\$300 - 7 CE hours) Workshop Date _____ Cost _____
- Skill Group Intensive (cost \$495; \$395 for current students) Workshop Dates _____ Cost _____
(Open only to students, alumni and graduates of the two above programs)
- Other _____ Workshop Dates _____ Cost _____

PAYMENT INFORMATION

Total Amount Due: \$ _____
 I've enclosed my check (please make checks payable to LIOS) in the amount of \$ _____
 MasterCard® VISA® # _____ - _____ - _____ Exp. Date _____
 American Express® Discover®
Signature of credit card holder: _____

WORKSHOP PAYMENT / CANCELLATION POLICIES: In order to reserve your space, this registration form and payment must be returned to LIOS prior to the first day of the seminar or workshop. Phone registrations are not accepted. The deadline for registration is two weeks prior to the event. In the event that there are not enough attendees to fill the workshop, registrants will receive a full refund or be transferred to the next scheduled workshop. All registrants may only request one (1) transfer. Cancellations received prior to the two-week deadline will receive a full refund. Those who cancel within 14 days of the workshop are not eligible to receive a refund, but may transfer registration to the next scheduled workshop (on a space-available basis). Cancellations without a transfer request will be charged \$50 to cover materials and other related expenses. All requests for transfers must also be submitted in writing to workshops@lios.saybrook.edu. If attendance at the next scheduled workshop is not possible, no further accommodations can be made. All workshop "no shows" forfeit their full registration cost. No transfers are allowed. Walk-in workshop registrations cannot be accommodated.

Please sign to indicate that you have read, understood and accepted this policy. Your registration is not complete without your signature.

Signature _____ Today's date _____

Revised Sept. 11, 2011

For office use:

Dates: Registration received _____; E-mail confirmation sent _____; Payment processed _____;

Notes: _____