

*Thank your interest in bringing one of IPMA-HR's Compensation/Selection Seminars to your group.  
Please consider the following items as you plan your training.*

1. **What dates are you considering?** \_\_\_\_\_  
Most courses require only one day.
  
2. **Do you have a location for the training?** \_\_\_\_\_  
You will need to provide the following audio visual equipment: LCD projector, screen, flip chart with markers.
  
3. **How many people do you expect for the training?** \_\_\_\_\_  
Training materials are \$275 for IPMA-HR members and \$375 for non-members. The course materials include the following: course manual, supplemental materials (vary for each course), course evaluations (can be done electronically).
  
4. **Do you know a trainer in your area or do you have a trainer in mind?** \_\_\_\_\_  
IPMA-HR will make every effort to assist with securing a trainer from your area to reduce travel expenses.
  
5. **Do you have funds for the training?** \_\_\_\_\_  
The sponsoring organization is responsible for any trainer fees and/or expenses (airfare, hotel, meals, etc.). IPMA-HR may be willing to work with your organization to cover the trainer fees and/or expenses if your organization will open the training to IPMA-HR members in your area. *Please note that certain restrictions apply.*
  
6. **Will you provide food and beverage?** \_\_\_\_\_  
The sponsoring agency is not required to provide food service; however, coffee service is typically appreciated by the participants. There are a couple of options regarding lunch.
  - **Option A** - Have lunch delivered and paid individually by the participants or by a sponsor. For participants unfamiliar with the area it often takes too long and it may delay the afternoon session.
  - **Option B** - Provide a list of lunch options with directions for participants.

Are you ready to proceed with the training?  
Please fax in the order form on the following page to 703-684-0948.

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*Questions?*

Please contact the IPMA-HR Professional Development Department  
at 703-549-7100 or via email at [meetings@ipma-hr.org](mailto:meetings@ipma-hr.org).

Please complete the order form and return to IPMA-HR via fax at 703-684-0948 or e-mail to [meetings@ipma-hr.org](mailto:meetings@ipma-hr.org)

**BASIC INFORMATION:**

Course Title: \_\_\_\_\_  
 Sponsoring Organization: \_\_\_\_\_  
 Sponsoring Organization Contact: (Contact for questions regarding this order) \_\_\_\_\_  
 Session Dates: \_\_\_\_\_  
 Instructor A: \_\_\_\_\_ Agency: \_\_\_\_\_  
 Instructor B: \_\_\_\_\_ Agency: \_\_\_\_\_

**SHIP TO:**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**BILL TO:**

Name: \_\_\_\_\_ Agency: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**ORDER INFORMATION:**

Price Per Manual (circle one)

Quantity of Manuals Ordered: \_\_\_\_\_ X \$ 275—Members \$ 375—Non-Members

Requested Delivery Date: \_\_\_\_\_

Please be sure to fill out this order form and return it to IPMA-HR, so that we can process your order correctly.

\* **Please Note:** Agencies submitting orders with less than 2 weeks notices will require rush shipment (overnight or second day shipping). Rush shipping charges will be added to your invoice.

**PAYMENT INFORMATION:**

Check Enclosed       Credit Card       Please Invoice (Members Only)

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Card Holder Name: \_\_\_\_\_      Amount: \_\_\_\_\_