

REGISTRATION AND PAYMENT POLICIES
SIEC-ISBE 84TH International Conference
Denver, Colorado
July 29 through August 3, 2012

Terms and Conditions for Registration

1. Complete and submit a registration form for each person (Delegate and Accompanying Person).
2. Registrations will be confirmed by email once the registration form and payment have been received.
3. Please allow 14 days for confirmation of registration.
4. Contact Marty McFarland at siecdenver@gmail.com if you have questions.

Terms and Conditions for Payments

1. The registration fee is the same for both Delegates and Accompanying Persons.
2. \$800 US Dollars if your registration form and payment are received by June 30, 2012.
\$900 US Dollars if registration form and payment are received after July 1, 2012.
3. If registration form and full payment **are not received** by June 30, 2012, then the Registration fee will be \$900.
4. All registrations and fees must be received by July 12, 2012.
5. Fees may be paid with
 - a. Credit card using PayPal. **When filling out the registration form, be sure to select Submit the form before selecting PayPal.**
 - b. Bank Transfer (Routing #: 121135045, Account #: 038618878, National Business Education Association, Tri Counties Bank, 1250 Hilltop Drive, Redding, CA 96003 USA.
 - c. By mailing a check made payable to SIEC-ISBE 2012 Conference, 440 Woodhill Drive, Redding, CA 96003 USA.
6. The registration fee includes all events listed in the tentative program. Expenses for accommodations, flights, pre- or post- conference tours, souvenirs, or any extras are not covered by the registration fee.
7. A refund cannot be made for individual activities included in the tentative program.
8. In case of cancellation, the refund will be 90% if cancelled before June 30, 2012; 75% if cancelled by July 12. No refunds may be given after July 12. A request for refund should be submitted in writing to Marty McFarland, 2012 SIEC-ISBE Conference Chair, and 440 Woodhill Drive, Redding, CA 96003 USA.

Terms and Conditions for the Conference

1. Delegates will not be able to participate in the excursions for the Accompanying Persons.
2. SIEC-ISBE 2012 Conference Committee reserves the right to make changes to the program if necessary.