

# TEXAS MUNICIPAL CLERKS CERTIFICATION PROGRAM

GRADUATE INSTITUTE SEMINAR: **OVERCOMING BARRIERS TO EFFECTIVE COMMUNICATION** • October 26-27, 2017, Austin, Texas

## REGISTRATION FORM

Use this form to purchase registration with check or money order. Mail registration form and payment to:  
**Texas Municipal Clerks Certification Program, 1155 Union Circle #305067, Denton, TX 76203**

**OR we also accept registration and payment via credit card in our [online store](#).**

Anyone may register for this seminar. TMCCP enrollees can earn TMCCP Course 1 or recertification seminar credit.

**REFUND POLICY:** If you are unable to attend, we encourage you to send a substitute. If you cannot send a substitute, a refund or transfer to a subsequent seminar (less a \$25 processing fee) will be honored if **written** cancellation is received by **Wednesday, October 11**. **No refunds can be honored after this date.** Allow 2-4 weeks to process refunds. (Email: miriam.sheehan@unt.edu)

<b>NAME</b> <i>(first attendee)</i>	<b>NAME</b> <i>(second attendee)</i>
<b>TITLE</b> <i>(first attendee)</i>	<b>TITLE</b> <i>(second attendee)</i>
<b>EMAIL ADDRESS</b> <i>(first attendee)</i>	<b>EMAIL ADDRESS</b> <i>(second attendee)</i>
<b>PHONE</b> <i>(second attendee)</i>	<b>PHONE</b> <i>(second attendee)</i>
<b>FOR OUR PLANNING PURPOSES:</b> <b>Will you attend the TMCA Banquet on Thursday, October 26, at 5:30 p.m.?</b> (No additional charge; cost is already included in your registration fee.) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>FOR OUR PLANNING PURPOSES:</b> <b>Will you attend the TMCA Banquet on Thursday, October 26, at 5:30 p.m.?</b> (No additional charge; cost is already included in your registration fee.) <input type="checkbox"/> Yes <input type="checkbox"/> No

*(please list any additional seminar attendees on an attached sheet of paper)*

<b>CITY/ORGANIZATION</b>
<b>ADDRESS + CITY/STATE/ZIP</b>

## REGISTRATION FEES

Registration fees include all instructional materials; refreshment services; Thursday & Friday breakfasts and luncheons; and the Thursday TMCA banquet.

	QUANTITY	FEE	TOTAL	
<b>EARLY Registration</b> Payment postmarked by Oct. 11	1	\$290	\$ _____	PAYMENT POSTMARKED BY <b>October 11</b>
	2	\$560	\$ _____	
	3	\$825	\$ _____	
<b>REGULAR Registration</b> Payment postmarked after Oct. 11	1	\$340	\$ _____	PAYMENT POSTMARKED AFTER <b>October 11</b>
	2	\$660	\$ _____	
	3	\$975	\$ _____	
<b>GUEST Meal Tickets</b> Your meals are <b>included</b> in your registration fees. If you need <b>guest meal tickets</b> , purchase them <a href="#">here</a> .	Thursday GUEST luncheon	\$36 each	\$ _____	
	Thursday GUEST banquet	\$45 each	\$ _____	
	Friday GUEST luncheon	\$36 each	\$ _____	

<b>TOTAL</b>	\$ _____
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