



ILLINOIS PUBLIC SERVICE INSTITUTE

Celebrating 17 years... growing and committed to excellence!

October 7-12, 2018 or May 5-10, 2019

Keller Convention Center, Effingham, Illinois

REGISTRATION/INVOICE FORM

FIRST NAME *(As you wish it to appear on your certificate.)*

LAST NAME

PREFERRED NAME *(As you wish it to appear on your Nametag.)*

TITLE

ORGANIZATION

ADDRESS

CITY

STATE

POSTAL CODE

BUSINESS PHONE

CELL PHONE *(Optional)*

EMAIL *(Please type or print)*

SPECIAL NEEDS? *(Disability, hearing, visual, diet, etc.)*

PLEASE LIST PREVIOUS YEARS THAT YOU HAVE ATTENDED IPSI: _____

Please CHECK which Class Year

FIRST YEAR*

SECOND YEAR

THIRD YEAR

*FIRST YEAR CLASS SIZE IS LIMITED TO 40 FOR BOTH FALL AND SPRING INSTITUTE

IPSI

Includes classes, materials, breaks and these meals: Lunch on Monday, Tuesday, Thursday; Breakfast Monday through Friday; Dinner on Sunday, Tuesday, Thursday

Payment before Spring or Fall deadline

\$695.00

Fall Institute Spring Institute

Payment after Spring or Fall deadline

\$745.00

DIRECTOR'S DAY

"Director's Day" is an opportunity for directors or bosses that want to get an idea of what IPSI is all about. Includes dynamic speakers, materials, breaks and lunch.

Fall - October 11, 2018

Fall Institute Spring Institute

Spring - May 9, 2019

\$125.00

IPSI GRADUATES ONLY

Fall Institute Spring Institute
CHOOSE SINGLE OR MULTIPLE DAYS.

MONDAY INCLUDES
Dinner on Sunday and 10.5 hours of instruction on Monday, breakfast, lunch and "hearty snack".

TUESDAY INCLUDES
7 hours of instruction, breakfast, lunch and picnic.

WEDNESDAY INCLUDES
3.75 hours of instruction and breakfast.

\$125.00

x

CEC's will be based on the hours of instruction. Divide hours of instruction by 10 to calculate CEC's awarded. For example: 7 hours = .7 CEC's

THURSDAY INCLUDES
7 hours of instruction, breakfast, lunch and banquet.

FRIDAY INCLUDES
3.75 hours of instruction and breakfast.

PAYMENT TOTAL FOR GRADUATE
(Days attending times cost per day, add \$50.00 if paid after deadline.)

\$

BANQUET GUEST

Fall Institute Spring Institute

GUEST NAME: _____

\$40.00

IPSI SHIRTS

Indicate shirt preference and size.

MEN'S SHIRT

Sizes: Men's XS-8XL

STATE SIZE: _____

LADIES' SHIRT

Sizes: Ladies' XS-4XL

STATE SIZE: _____

Fall & Spring Institute DEADLINE is 14 business days prior to the start of IPSI

Total Payment

TOTAL PAYMENT ENCLOSED \$ _____

IPSI LATE REGISTRATION AND CANCELLATION POLICY

A \$50 fee will apply after the deadline. A substitute from the same community can be arranged at any time, based on availability. No refunds for cancellations received after posted deadline.

REFER QUESTIONS ABOUT REGISTRATION TO:

MARY BENDER, PROGRAM COORDINATOR

phone: 231-797-5536 email: mbender102@aol.com

SUBMIT REGISTRATION/INVOICE AND RETURN TO:

ILLINOIS PUBLIC SERVICE INSTITUTE

c/o Mary Bender, Program Coordinator

P.O. Box 330

LeRoy, MI 49655

MAKE CHECKS PAYABLE TO:

APWA, Illinois Public Service Institute

IPSI TAX ID: 36-2202880

CREDIT CARD PAYMENTS

Pay through the APWA website at this link:
<http://illinois.apwa.net/EventDetails/13168>

Please note a \$20 processing fee has been added to online registrations. (You must still submit the completed registration/invoice form either by email or mail.)

Please keep a copy of this REGISTRATION/INVOICE FORM for you records and invoicing needs.