

LIVE2LEAD Registration

Name _____ Organization _____

Mailing Address _____

Email _____ Tel _____ Cell _____

1 For the February 28th Live2Lead, we'll reserve _____ seats.

2 The payment: _____ seats @ \$179 each = \$ _____

3 **Make out your company check or purchase order to: Guam Training**
You may mail to P.O. Box 27290, Barrigada GU 96921. Otherwise, please bring your payment to Live2Lead, or we'll arrange to pick it up. Enrollments of 9 or less may pay by credit card.

We will pay by: () Check () Purchase Order () Credit Card

4 Please print attendee names clearly, as we will create badges based on your input. You may send the names later, but they must be received by Feb. 22 to ensure a badge can be created.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5 I authorize these tickets to be reserved for Live2Lead:

Print Name _____ Signature _____

Title _____ Date _____

6 Please email this completed form to: **jroberts@guamtraining.com**
Questions? We're ready to help. Call Nellie Joy or Jerry at 646-4810 or 777-4100

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Refund Agreement

1. We understand that unforeseen circumstances may cause an individual and even an organization to change their plans to attend. We have designed this agreement to be fair to both parties if that takes place.
2. Refund requests will usually take three to five business days to process. We will generally return funds in the same way you paid. In example, back through your credit card, or by check, etc.
3. Tickets refunded PRIOR TO February 21, 2023 will be paid in full, less any credit card or other processing fees we may be assessed. We'll tell you what those fees are if that happens.
4. Ticket holders requesting a refund AFTER February, 2023 will receive a return of funds, less \$70.00 per ticket to cover food and beverage service plus administrative charges. There may also be credit card and/or other processing fees that we are assessed and must collect.
5. Explanation: Hotels require a guarantee for the number of event attendees and charge on a per-person basis. This is how a hotel controls its costs and is normal in the event business. After we have give our guarantee, we are charged for registrants who don't attend. Thus, we must deduct these charges from any refund request. The administrative fee is incurred because we will already have printed the workbook and the certificate of professional leadership development for each attendee, and will have to process the refund.
6. In summary, if you decide to cancel your reservation and request a refund after February 21, 2022, we still have expenses in connection with your reservation. Therefore, you will receive a partial refund as described above. As stated, we designed this agreement to be fair to both you and us.
7. Please fill in the information below, indicating that you have read, understand, and agree to these terms:

Print Name _____ Signature _____

Title _____ Date _____

Please email this completed form with the rest of your registration to:

jroberts@guamtraining.com

Questions? We're ready to help. Call Nellie Joy or Jerry at 646-4810 or 777-4100

LIVE2LEAD PDCs/CEUs

SHRM PDCs:

Live2Lead has been approved for 3.75 Professional Development Credits (PDCs) through the Society for Human Resource Management (SHRM).

The credits count toward re-certification for anyone holding a SHRM-CP or SHRM-SCP credential. The necessary details for redeeming these credits will be made available upon request to anyone participating in the Live2Lead event in its entirety.

There is no additional fee required to receive the PDCs from SHRM, as The John Maxwell Company has paid the fee to be a certified provider of these PDCs.

There is an activity code required to redeem the PDCs, and this will be given to SHRM members at the Live2Lead event.



CEUs:

A CEU — “Continuing Education Unit” — is a unit of credit equal to 10 hours of participation in an accredited program designed for professionals with certificates or licenses to practice various professions. These are general CEUs that are internationally accepted and provided by University of North Georgia, through Mar 15, 2023.

- .35 CEUs will be awarded
- A certificate of completion will be sent to guests via email AND regular mail
- The cost to the attendee is \$25.00 USD
- Maxwell Leadership will handle all payment and communication once the attendee has applied for the CEUs through the above-mentioned website.
- Attendees can sign up for these by March 15, 2023. Beyond that timeframe, the CEU credits will no longer be available.

The link to the CEU page will be given out at the Live2Lead event.

Note: Similar leadership events from Guam Training have been certified for CEU credits by professional organizations in Guam in past years.

If you would like to receive credits for attending and you don't wish to use the CEUs from Maxwell Leadership, please ask your certifying body to contact us at:

jroberts@guamtraining.com and we will supply whatever information they require to decide how to move forward.