

# LIVE2LEAD Registration

February 27, 2020 Dusit Thani Guam Resort 9:00am - 4:30pm Doors open at 8:00 a.m.

1. Included: Workbook, morning pastries, buffet lunch, all-day coffee/tea/water, certificate of professional leadership development.
2. This is a two-page form. Your registration is not complete without the second page.
3. Please email completed registration form to [jroberts@guamtraining.com](mailto:jroberts@guamtraining.com). If you need assistance, call 777-4100.

## Your Information

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_  
Email \_\_\_\_\_ Work phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_

## Your Selection

- Option 1** — Individual tickets (1-9): We reserve \_\_\_\_\_ seats at \$185.00 each. Total: \_\_\_\_\_
- Option 2** — Table of 10 seats: We reserve \_\_\_\_\_ tables of 10 at \$1,650 each. Total: \_\_\_\_\_
- Add-on 1** — We sponsor \_\_\_\_\_ seats for military members at \$185.00 each Total: \_\_\_\_\_
- Add-on 2** — We sponsor \_\_\_\_\_ seats for high school students at \$105.00 each Total: \_\_\_\_\_

**We are asking military units and schools to nominate and choose their attendees. Thank you for supporting them.**

**Our Total Reservation Total: \_\_\_\_\_**

*(Note: if you wish to purchase a partnership, we will provide a separate form)*

## Payment Processing Information

**Indicate Method of Payment:** ( ) Company Check ( ) Credit card ( ) Government Purchase Order

- Please note: No personal checks and we cannot take credit card payments at the event.
- Individual reservations may be made through PayPal, link available at our Web site. [guamtraining.com/live2lead](http://guamtraining.com/live2lead)
- Table reservations are paid by the organization's check. We'll pick up or mail to us: P.O. Box 27290 GMF, GU 96921
- Government purchase orders: send to [jroberts@guamtraining.com](mailto:jroberts@guamtraining.com)

## Your Attendees

**Please print carefully and clearly. This is what we use to create the certificates of professional development.**


**For additional attendees you may copy this form**

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A list of FAQ (frequently asked questions is on our event page at: [guamtraining.com/live2lead](http://guamtraining.com/live2lead))

## 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 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 20, 2020 will be paid in full, less any credit card or other processing fees we may be assessed. We'll tell you what they are if that happens.
4. Ticket holders requesting a refund AFTER February 20 will receive a return of funds, less \$65.00 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: We believe in being transparent in how this works. We must give the hotel a guarantee for the number of attendees seven days prior to the event and pay that money, per person, to cover the food, beverage, and venue charges. Thus, once the final attendee count is given to the hotel — at the close of business on February 20 — we must pay for all persons covered by your purchase, even for those who don't attend. This is how a hotel controls its costs and is normal in the event business. 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 20, 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 initial that you have read, understand, and agree to these terms: \_\_\_\_\_

Authorization: I warrant that I am authorized by my organization to enter into this agreement with Guam Training for the purpose of attending Live2Lead Guam.

Name (print) \_\_\_\_\_

Organization \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please email BOTH PAGES of the completed form to Guam Training at:

[jroberts@guamtraining.com](mailto:jroberts@guamtraining.com)

Questions: call 777-4100

# LIVE2LEAD

## **Earn SHRM PDCs for Attending the 2019 Live2Lead Guam Conference**

The 2019 Live2Lead event has been approved for 3.75 Professional Development Credits (PDCs), through the Society for Human Resource Management.

The credits count toward re-certification for anyone holding a SHRM-CP or SHRM-SCP credential.

Here's how it works:

1. The SHRM member attends the Live2Lead conference.
2. Following the event, they will be provided a special code that has been established to redeem the credits.
3. The member will then log into their account through SHRM, and enter the code to receive their credits.

Other than the investment to attend the event, 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.

Continuing education credits for organizations other than SHRM are also available. If this interests you, call us for details.

For questions on these credits or for anything else, please email: [jroberts@guamtraining.com](mailto:jroberts@guamtraining.com) or call 777-4100.