

HOW TO REGISTER

HALIFAX

IBTTA2019

Register Online www.IBTTA.org/HALIFAX

PLEASE COMPLETE ONE FORM PER REGISTRANT

First Name _____ Last Name _____

Title _____ Name for Badge _____

Organization _____

Address _____

City _____ State _____ Postal Code _____ Country _____

Phone _____ Fax _____

Email _____

Guest Name _____ Name for Badge _____

1. REGISTRATION FEES (All fees are per person in U.S. dollars.)

After **September 9, 2019**, registrations will only be accepted on-site. If your registration is confirmed by **September 9, 2019**, your name will appear in the registration list prepared for attendees. Registration Fees include all meals, receptions and events listed in the Program with the exception of individually priced tours. Your organization's dues must be paid to qualify for the member rate.

	Early-Bird Discount Through September 9, 2019		After September 9, 2019	
	Member	Non-Member	Member	Non-Member
Delegate	\$875.00	\$1,375.00	\$975.00	\$1,475.00
Government ¹	\$675.00	\$975.00	\$775.00	\$1,075.00
DBE/WBE/MBE/SBE Member Delegate ²	\$675.00	\$1,375.00	\$775.00	\$1,475.00
Speaker/Moderator	\$450.00	\$450.00	\$450.00	\$450.00
Guest ³	\$425.00	\$425.00	\$425.00	\$425.00
Media ⁴	No fee. Sessions only. Requires Approval.			

2. TECHNICAL TOUR

Please register to guarantee participation. Tickets will be sold on-site but are subject to availability.

	# OF TICKETS	PRICE	AMOUNT
<input type="checkbox"/> Macdonald Bridge and The Big Lift Sunday, September 15 • 8:30am – Noon	_____ x	\$40.00	= \$ _____
		SUBTOTAL	\$ _____

3. SPECIAL EVENTS

Special Events are included in all Delegate, Speaker/Moderator and Guest Registration Fees.

I plan to attend the following events:

- Welcome Reception for New Members & First-Time Attendees**
Sunday, September 15 • 3:30pm – 4:30pm
- Opening Event: Cunard Centre**
Sunday, September 15 • 6:00pm – 10:00pm
- Closing Dinner & Awards Banquet**
Tuesday, September 17 • 6:30pm – 10:00pm

- I am a **Leadership Academy alum** and will be attending the Strategic Development Workshop.
Saturday, September 14 • 1:00pm – 5:00pm

I plan on attending the following:

- CAV Working Group**
Sunday, September 15 • 10:00am – Noon

Fee Information

Delegate and speaker/moderator registration fees include all functions in the official program.

¹ Government rates apply to employees and/or members of governing body of international, federal, state, county and local provincial governments.

² See IBTTA.org/member-categories for eligibility. Only members can access this rate.

³ Guest refers to a spouse or personal friend, not a business associate or staff member. Guest rate includes all meal functions, receptions and the Sunday and Tuesday evening events.

⁴ Members of credentialed media are welcome to attend sessions only and must check in at IBTTA registration desk. Contact Bill Cramer, bcramer@ibttta.org to register.

Refund and Cancellation Policy

Full registration refunds less \$75 administrative fee will be made if cancellation is received in writing by IBTTA before September 9, 2019. No refunds will be issued after this date. Tours are subject to cancellation if minimums are not met. No refunds will be issued for tour reservations canceled after September 9, 2019. No refunds will be issued for no-shows. Substitutions are allowed at any time.

Special Requirements

If you have special meal or other requirements, please contact Anna Sohriakoff at asohriakoff@ibttta.org.

Registration Questions?

Contact Harry Smith, IBTTA Registrar, at hsmith@ibttta.org or (202) 659-4620 x10.

PAYMENT SUMMARY

- 1. Registration Fees \$ _____
- 2. Technical Tour \$ _____
- Total Due** \$ _____

METHOD OF PAYMENT

I wish to use the credit card listed below:

- Visa MasterCard American Express

Card Number _____

Exp. Date _____ CVV number _____

Name on Credit Card _____

Authorized Signature (only if paying by credit card) _____

Billing Address if Different from Above _____

- Check enclosed
- Wire Transfer Pending
(Contact Harry Smith at hsmith@ibttta.org)

NOTE: If you would like to have your professional fees billed separately from your personal fees, please contact Harry Smith at (202) 659-4620 x10 or hsmith@ibttta.org.

- I have read and understand the payment and cancellation policies outlined above.

Signature _____

Date _____