

# AES Workshop Registration Form

# Workshops are filling up fast – Register Now!

## ATTENDEE INFORMATION (Please print or type clearly)

First Name  Middle Initial  Last Name   
Title  Company/Organization   
Company Address   
City  ST  Zip  Country   
Phone  Fax  Alt. Phone   
Email  Website   
How did you learn about this workshop?

## Seminar Locations/Fees

The Workshops are half-day courses with two sessions offered at each location unless otherwise noted. Advance payment required to gain entrance into event.

**AM Session: 8:30 am – 12:00 am**

**PM Session: 1:00 pm – 4:30 pm**

### Los Angeles, CA

May 29 **AM\***  **PM**   
Early Bird: \$ 85  
After May 4: \$105

*\*AM course taught in Spanish*

### Bellevue, WA

Jun 10 **AM**  **PM**   
Early Bird: \$ 95  
After May 11: \$115

### Eagan, MN

Jun 30 **AM**  **PM**   
Early Bird: \$ 85  
After May 31: \$105

### Henderson, NV

Jul 15 **AM**  **PM**   
Early Bird: \$ 95  
After June 10: \$115

### Atlanta, GA

Aug 5 **AM**  **PM**   
Early Bird: \$ 85  
After July 5: \$105

### Corpus Christie, TX

Aug 7 **AM\***  **PM**   
Early Bird: \$ 85  
After July 5: \$105

*\*AM course taught in Spanish*

### New York City, NY

Aug 20 **AM**  **PM**   
Early Bird: \$ 95  
After June 10: \$115

**Companies sending 3 or more employees to the same event location will receive a 3 % discount off the applicable rate.** Workshop fees do not include travel costs, lodging, meals, parking, tolls and any other ancillary costs. All registration fees are based on local costs for conference space and services. **To qualify for early bird rate, payment in full must be made by registration timelines.**

*If you do not see a location nearby your area, please contact us and we'll be glad to see if we can add it to the schedule.*

## Payments By Credit Card

**TO PAY VIA CREDIT CARD, YOU MUST PROVIDE A VALID EMAIL ADDRESS.**

Credit card payments are only accepted through PayPal (NO PayPal account needed). Please provide an **active email account** and an electronic PayPal Invoice will be sent to you. **We must have this completed form before your credit card can be processed.**

The PayPal invoice will link you to a secure PayPal credit card processing site where you'll need to click 'Pay with credit card now' to make payment. Upon our receipt of your payment, you will receive an EMAIL CONFIRMATION AND VENUE INFORMATION.

YOUR EMAIL ADDRESS:

***Please print clearly and legibly as we will only contact you via EMAIL***

## Payments By Check

Make Check Payable to: **ONPOINT SOLUTIONS GROUP, INC.**  
Mail to: 997 Revo LN NE, Palm Bay, FL 32907

**All checks must be in U.S. dollars and drawn on a U.S. bank. Any personal checks must include your driver's license number, full name, and license expiration date on the check. All NSF and returned checks will incur an NSF fee of \$35.**

## Fax or email this form to:

Kathryn Toomey Fax: 321-733-6550 email: [ktoomey100@gmail.com](mailto:ktoomey100@gmail.com) or [Kathryn@OnPointSolutionsGroup.com](mailto:Kathryn@OnPointSolutionsGroup.com)

**Cancellations/Refund Policy:** NO SHOWS will be billed and no refunds are given for NO SHOWS. Registrants must contact OnPoint Solutions Group, Inc. in writing notifying of cancellation request. All cancellations will be charged a minimum 15% administrative fee. Refund requests granted 30 days or more prior to registered event date will receive an 85% refund; refund requests granted 16-29 days prior to registered event date will receive a 50% refund and no refunds will be provided 15 days prior to the registered event date. Course Cancellation: We reserve the right to cancel any course prior to the scheduled event date if registrations do not meet the minimums. If we cancel the course, registrants will receive a full refund. Venue: Venue locations subject to change within a 50 mile radius to meet cost recovery or could be changed by the venue facility, which is out of OPSC's control. OPSC will notify participants of venue changes via email as soon as possible. ALL CORRESPONDENCE (NOTICES, CHANGES, CONFIRMATIONS, REGISTRATION INFO, ETC.) WITH PARTICIPANTS IS VIA EMAIL ONLY. PLEASE MAKE SURE YOU PROVIDE A VALID EMAIL ADDRESS. EMAIL ADDRESS MUST BE CLEARLY LEGIBLE. OPSC IS NOT RESPONSIBLE FOR INCORRECT EMAIL ADDRESSES PROVIDED BY PARTICIPANTS, EMAIL BLOCKS/SCREENING (JUNK/SPAM FILTERS) OR PARTICIPANTS NOT REVIEWING THEIR EMAILS.