



21st Annual Educational Conference & Annual Membership Meeting

REGISTRATION FORM

Thursday, April 17, 2014 – 8:30am Registration/Sign-In, 9:00am – 4:00pm Conference
Seasons Event & Conference Center, 155 Riverside Street, Portland, ME 04103 [\[MAP\]](#)

Name: _____ Member#: _____

(Member # is REQUIRED for Member Discount; you can find this by logging into the INM Members Only website or by contacting Member Services)

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

Do you require special assistance?

If so, you must contact Member Services at least two weeks prior to the event.

This will allow INM time to make the appropriate arrangements.

Call (207) 846-8959 or send an email to memberservices@informednotariesofmaine.org

NOTARY EDUCATION CONFERENCE FEES

*Seating is limited to the first 200 registrants – Register Early! **NO WALK-INS ACCEPTED!**

***Last day to register by Mail is Monday, March 31, 2014.** *(See Refunds & Cancellations Policy on back)*

***Last day to register Online is Friday, April 4, 2014.**

___ \$65 – I am an active INM Member. *Membership number required (above) for discount.*

___ \$75 – I am not an INM Member; but, would like to attend.

\$ _____ **TOTAL ENCLOSED:** Personal Check# _____ Business Check# _____

Participants may also register online: <http://www.informednotariesofmaine.org/events/21/conference-2014>.

Payment is required at the time of the online registration using a major credit card through our PayPal portal (you do not need to be a member of PayPal to use this online service.)

Photo Statement: Please be aware that INM will be taking pictures throughout the event to be used in any and/or all of our promotional items.

Please complete application and send with the proper payment to:

INFORMED NOTARIES OF MAINE

PO Box 707

Auburn, ME 04212-0707



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Registration/Payment Information: A completed registration form, along with full payment to process your registration is required. Registrations without full payment will not be processed. You may pay by check or money order (payable to **Informed Notaries of Maine** – mail-in only). You may also pay by PayPal option via our INM website. A link to register and pay the conference fee and/or workshops fee will be made available during the open enrollment of registration for the INM Sponsored Event(s).

Special Accommodations: If you require special accommodations to attend any INM events for which you are registered, you must contact Member Services **at least two weeks prior to the scheduled event** to allow INM enough time to meet the expected accommodations; however, it is recommended that you make these requirements known at the time of registration. Special accommodation requests includes any dietary requirements that you may have for events that offer a meal as a part of the registration fee. **Call 207-846-8959 or send an e-mail to MemberServices@informednotariesofmaine.org**

Confirmation Information: You will receive a registration confirmation via email [from Member Services] within three days of receipt of complete registration form. In the event that you do not have an active email address, confirmation of your registration will be mailed via first-class mail within three business days after we receive your registration form. **If you have not received your confirmation within two days prior to the seminar date, you must call INM Member Services at 207-846-8959 to confirm your reservation.**

Early Bird Information: Early registration to any INM Sponsored Event(s) is recommended as On-Site registration(s) [walk-ins] will only be accepted if space permits and some events are not able to accept walk-ins at all. A Ten (\$10) Dollar late fee applies to all registrations accepted after the cut-off date and for all On-Site registrations if accepted.

Registration to Conferences Includes: Full Conference Registration includes all General Sessions, Interactive Conference Workshops and materials, plus the Welcome Reception, Lunch Buffet, Vendor areas, and networking opportunities. A Day Pass (Name Badge) will provide access to the General Session, regular Conference Workshops and materials, Interactive Learning Lab, Welcome Reception or Gala Banquet, Vendor areas, and networking for the day(s) purchased.

Proof of Completion: Registrants who attend the Annual Education Conference in April [of each year] will receive a Proof of Completion certificate at the end of the conference. If registrant is scheduled to leave early, or before the certificates are made available, please see the Member Services Administrative Coordinator, to obtain your certificate.

Group Discount: When your organization sends five or more registrants, you'll save 10% off the registration fees for each attendee! Registration for all group attendees must be placed at one time with a single payment method. Group registrations must be completed at least 30 days prior to the INM Sponsored Event. For details, or to sign up, please call INM Member Services at 207-846-8959.

Refunds and Cancellations: Requests for refunds must be received in writing [requires signature of requesting party]; **no emails, phone calls, or voicemail messages will be accepted.** Only requests received prior to April 5, 2013 will receive a full refund. Refund requests received between April 5 through April 15, 2013 will be assessed a \$35 service charge. No refunds will be granted for requests received after April 15, 2013. This policy applies to full-day Conference Registrations.

INM Registration Approval Policy: The INM does not discriminate in employment, admission of members, or admission of speakers or registrants to its programs on the basis of race, color, religion, gender, age, or sexual orientation, national or ethnic origin, veteran status or any other basis prohibited by national, state or local laws.

PROGRAM COPYRIGHT: All sessions of the Annual INM Conference program, related events or related materials are the property of Informed Notaries of Maine. Tape recording, photocopying or reprinting information is not permitted without express permission from the Informed Notaries of Maine. Note: INM Conference program information subject to change.