

Applying Change Management to New Initiatives

June 11 – 13, 2008 New Orleans, Louisiana

An Opportunity to Acquire Change Management Skills in a Hands-On Seminar

SEMINAR REGISTRATION FORM

For your convenience, type your information directly to this form and save it.

Name _____

Title _____

Company _____

Address _____

City _____ State _____ Zip _____

Email _____

Are you registering as a group from the same organization? If so, PLEASE USE A SEPARATE REGISTRATION FORM FOR EACH GROUP MEMBER.

Check here if you are registering a company group.

REGISTRATION FEES

Regular Fee \$1999

Early Registration Fee \$1799 (Must be Received and Paid by May 10, 2008)

GROUP DISCOUNTS

Teams of 3+ 10% Discount per Registrant = \$1799 each

Teams of 5+ 20% Discount per Registrant = \$1599 each

* Discounts apply to Full Price only. Call 504-544-6888 with any questions or to coordinate your group request.

Payment Method

CREDIT CARD: Complete this form and FAX to NOVACES at 504-544-6881, OR email as a PDF to seminar@novaces.com.

Credit Card Type: MC VISA AMEX

Credit Card Number: _____ Expiration Date: _____

Name as it appears on Card: _____ CID: _____

CHECK: Complete and return a copy of this registration form together with a check for the correct fee directly to: **Change Management Seminar, NOVACES LLC, 650 Poydras Street, Suite 2320, New Orleans, LA 70130.**

Inquiries: Questions about the Seminar can be addressed directly to NOVACES either by email or telephone. **Email:** seminar@novaces.com or **Tel:** 504-544-6888.

Payment Policy: Payment is due in full at the time of registration and includes lunches, refreshments, and detailed conference materials. Your registration will not be confirmed until payment is received and may be subject to cancellation.

Accommodation: Hotel and travel costs are NOT included in the Seminar fee. However, a group rate has been negotiated with the Downtown Hampton Inn for **\$129** per room (double occupancy). Rates include a daily hot breakfast buffet, all local telephone calls and incoming faxes, and wireless high-speed internet service. Guest room reservations are to be made individually by calling toll free **800-292-0653** or 504-529-9990 and mention the "Applying Change Management to New Initiatives Meeting" (coded **ACM** in the reservations computer) and the dates. All reservations must be guaranteed with a major credit card and must be made no later than 5/10/2008. No checks will be accepted upon check-in. If a check is to be used as a form of payment, then the check must be received 14 days prior to check-in date. Any room requests received after 5/10/2008 will be handled on a space availability basis only. Remaining guest rooms are automatically released back to the hotel for general resale. Reservations also can be made by visiting www.neworleanshamptoninns.com, find our location and type the group code.

Cancellation Policy: If you have to cancel your registration you can send a substitute colleague in your place. To send a substitute colleague, please send an email to seminar@novaces.com with your full contact details along with the full contact details, including the job title and email address for the substituted colleague. The Seminar Organizers provide refunds for cancellations only up to thirty (30) days prior to the course. For cancellations received less than thirty (30) working days prior to the event no refund will be issued. The Seminar Organizers are not responsible for any loss or damage as a result of a substitution, alteration, cancellation, or postponement of an event. The Seminar Organizers shall assume no liability whatsoever if this program is altered, rescheduled, postponed or cancelled due to a fortuitous event, unforeseen occurrence or any other event that renders performance of this conference inadvisable, illegal, impracticable or impossible. For purposes of this clause, a fortuitous event shall include, but shall not be limited to: an Act of God; governmental restrictions and/or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension, and/or restriction on transportation facilities/means of transportation; or any other emergency.

Sponsored by

