

**2012 Professional Development Days (PDD12)  
General Registration Policy**

**Registration will open on July 16th and close on September 2nd.**

PMI KC Chapter reserves the right to close registration prior to September 2nd if all seats have been sold. Registration fees are due at the time you register unless you are paying by check. **All checks must be received by October 15th.**

**Please check with your company prior to registering and ask whether they will be registering as a group.**

**Fees for those who register from July 16th through 11:59 PM August 24th:**

**Members: \$425**

**Non-Members: \$575**

**Fees for those who register from Midnight August 25th through 11:59 PM September 2nd:**

**Members: \$525**

**Non-Members:\$675**

**NOTE: PMI Members must also be KCPMI Chapter members to be eligible for the member price.**

***Credit Cards Accepted:*** AMEX, Discover, MasterCard and Visa

***Check Payment Instructions:*** Preferred payment is by Credit Card but if necessary you may pay by check.

**Make checks payable to:** "PMI KC Mid-America Chapter"

**Mail the Check and a Copy of the Registration Invoice to:**

PMI KC Mid-America Chapter

PDD 2012

520 W 103<sup>rd</sup> St, #152

Kansas City, MO 64114

***Refund Policy:*** Persons, who cancel their registration before August 24th, will receive a refund by check of the amount paid minus a \$25 service fee. All who become aware they will be unable to attend after August 24th will need to find a substitute to attend.

***Special Registrations:*** Those who fall under one of these categories should wait to register until they've received instructions.

- KCPMI Chapter Board Member
- PDD 2012 Volunteer
- Adversity Grant Awardee
- Hardship Scholarship Awardee
- Winner of PDD 2012 Free Registration Sweepstake
- Group Registrants (see the Group Policy on the KCPMI web site)

***Tax Information:*** Our Federal Tax Employer ID is 43-1680507 please click this link, [W-9](#), if you require a Request for Taxpayer form.

***Questions or Issues:*** Please email Mark Johnson at [pddregistration@kcpmichapter.org](mailto:pddregistration@kcpmichapter.org) or phone 816-260-7237. All inquiries will be responded to within two days if possible, but not longer than four days.