



**Federal Planning Division of APA National Training Conference for Federal Planners**  
**April 22-24, 2009**  
**MARRIOTT CITY CENTER HOTEL**  
 Minneapolis, MN  
**REGISTRATION FORM**

**There are three ways to register:**

1. **ONLINE** at <https://myapa.planning.org/ecommerce/conference/viewConferenceDetails.aspx?conferenceId=85> (credit card payments only). Register online to avoid the **\$25** registration processing fee.
2. **FAX** to 312-786-6735 (fax line open through April 10<sup>th</sup>). A **\$25** processing fee will be added to each registration.
3. **MAIL** this form to American Planning Association, 94343 Eagle Way, Chicago, IL 60678-9430. A **\$25** processing fee will be added to each registration.

FAX and mail-in registrations must be received by APA by the deadlines listed below to qualify for the reduced-price advance registration rates.

**QUESTIONS?** Email [confregistration@planning.org](mailto:confregistration@planning.org) or call **312-334-1250**.

**Name and Address (please print)**

APA/FPD ID Number (If Member)	Name of Attendee (as it will appear on badge)
First Name                      M.I.      Last Name	Address
Agency/Employer or School Name	City    State      ZIP Code
Email (required)	Daytime Telephone Number

**Registration Rates (circle the rate that applies)**

	<i>Payment must be received by APA by the following dates</i>		
	By 3/20/09	3/21/09 to 4/10/09	After 4/10/09 and onsite
<b>BASIC REGISTRATION</b>			
<b>FPD/APA Member</b>	\$200	\$225	\$250
<b>APA Member</b>	\$200	\$225	\$250
<b>Non-member</b>	\$240	\$265	\$290
<b>Students and retirees</b>	<b>Free</b>	<b>Free</b>	<b>Free</b>
<b>Thursday Only</b>	\$110	\$130	\$150
<b>Friday Only</b>	\$110	\$130	\$150
<b>OPTIONAL EVENTS</b>			
<b>April 24 Awards Luncheon</b> If you want to attend the Awards Luncheon you must purchase a ticket	\$15	\$15	\$15
<b>Guest Ticket for April 22 Opening Reception</b> Included in registration fee for full conference attendees	\$15	\$15	\$15
<b>ADDITIONAL CHARGE (Required for fax or mail-in registrations)</b>			
<b>Processing Fee</b> (applied to each fax or mail-in registration)			<b>\$25</b>
<b>TOTAL PAYMENT</b>			

**REGISTRATION FORM**

Hotel accommodations are not included in registration rate. Reservations can be made through RHQ Housing Services by calling **877-584-6787** or online at <https://secure.rhq.com/housing/attreg/index.cgi?prid=H09-04-21-FEPL>

**Payment**

Check the applicable form of payment:

- Visa
- MasterCard
- American Express
- Check # \_\_\_\_\_ (payable to American Planning Association)
- Government Purchase Order # \_\_\_\_\_ (copy of PO must be attached)

\_\_\_\_\_  
Name of Cardholder

\_\_\_\_\_  
Credit Card Number

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Cardholder Signature - Required

**Cancellation and Refund Policy**

Cancellation or changes to registration must be received in writing by regular mail (American Planning Association, 94343 Eagle Way, Chicago, IL 60678-9430) or emailed to [confregistration@planning.org](mailto:confregistration@planning.org). All cancellations or changes will be charged a **\$25 cancellation fee**.

Cancellations received by March 20, 2009 will receive a full refund. Cancellations received between March 21 and April 10, 2009 will receive a 50% refund. No refunds will be given for cancellations received after April 10, 2009. The \$25 cancellation fee will be deducted from any refunds due.