## 2023 MODEL CONTRACTS WORKSHOP Lisbon

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Send your completed registration form with payment information by fax: +1 281-558-7073 or by email: events@aien.org or mail: AIEN, 11111 Katy Freeway, Suite 615, Houston, TX 77079, USA

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PRINTED MATERIALS  Presentations and contracts will be available for download prior to the 2023 workshop. In addition, you have the option to purchase printed materials at cost. Printed materials will not be provided unless selected.				
Yes, I would like t	to purchase printed materials.	□ \$100		
No thanks,	I will download the materials.	\$0		
WELCOME RECEPTION  The Welcome Reception is included in your workshop registration, however please indicate if you will be attending. Also, please indicate if you wish to purchase guest tickets.				
WORKSHOP DELEGATE	\$0	GUEST TICKET \$125		
		Name of Guest:		
Total fees (Workshop Fees + Printed Materials + Guest Tickets) \$				

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Please select your method of payment. Contact kristin@aien.org for wire transfer details, additional fees will apply. Checks must be US funds drawn on a US bank and made payable to AIEN.

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**NON-MEMBERS PLEASE NOTE** an online profile will be created for you in order to register you for this event on AIEN's website. This profile will allow you access to your registration and the digital materials for this event. Your contact information will never be shared to third parties. AIEN's Privacy Policy may be viewed online at www.aien.org.

**Cancellation/Refund Policy**: Fees are refundable until **August 18, 2023**, minus a 10% administrative charge. The administrative charge will be based on your registration amount. After that date, fees are non-refundable, but timely delegate substitutions will be permitted. Please note: Total amount must be paid in full for registration to be processed. If the workshop is postponed or cancelled by AIEN, registration fees will be refunded in full or can be applied any future 100% AIEN-run event within 12 months of the event date.

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Additional questions may be directed to:

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Thank you for registering. We look forward to seeing you at the workshop.