



# ILLINOIS PUBLIC SERVICE INSTITUTE

*Celebrating 17 years... growing and committed to excellence!*

October 7-12, 2018 or May 5-10, 2019

Keller Convention Center, Effingham, Illinois

## REGISTRATION/INVOICE FORM

FIRST NAME (As you wish it to appear on your certificate.)

LAST NAME

PREFERRED NAME (As you wish it to appear on your Nametag.)

TITLE

ORGANIZATION

ADDRESS

CITY

STATE

POSTAL CODE

BUSINESS PHONE

CELL PHONE (Optional)

EMAIL (Please type or print)

SPECIAL NEEDS? (Disability, hearing, visual, diet, etc.)

PLEASE LIST PREVIOUS YEARS THAT YOU HAVE ATTENDED IPSI: \_\_\_\_\_

**Please CHECK which Class Year**

**FIRST YEAR\***

**SECOND YEAR**

**THIRD YEAR**

\*FIRST YEAR CLASS SIZE IS LIMITED TO 40 FOR BOTH FALL AND SPRING INSTITUTE

### IPSI

Includes classes, materials, breaks and these meals: Lunch on Monday, Tuesday, Thursday; Breakfast Monday through Friday; Dinner on Sunday, Tuesday, Thursday

Payment before Spring or Fall deadline

\$695.00

Fall Institute  Spring Institute

Payment after Spring or Fall deadline

\$745.00

### DIRECTOR'S DAY

"Director's Day" is an opportunity for directors or bosses that want to get an idea of what IPSI is all about. Includes dynamic speakers, materials, breaks and lunch.

Fall - October 11, 2018

Fall Institute  Spring Institute

Spring - May 9, 2019

\$125.00

### IPSI GRADUATES ONLY

Fall Institute  Spring Institute

CHOOSE SINGLE OR MULTIPLE DAYS.

**MONDAY INCLUDES**  
Dinner on Sunday and 10.5 hours of instruction on Monday, breakfast, lunch and "hearty snack".

**TUESDAY INCLUDES**  
7 hours of instruction, breakfast, lunch and picnic.

**WEDNESDAY INCLUDES**  
3.75 hours of instruction and breakfast.

\$125.00

x

CEC's will be based on the hours of instruction. Divide hours of instruction by 10 to calculate CEC's awarded. For example: 7 hours = .7 CEC's

**THURSDAY INCLUDES**  
7 hours of instruction, breakfast, lunch and banquet.

**FRIDAY INCLUDES**  
3.75 hours of instruction and breakfast.

**PAYMENT TOTAL FOR GRADUATE**  
(Days attending times cost per day, add \$50.00 if paid after deadline.)

\$

### BANQUET GUEST

Fall Institute  Spring Institute

GUEST NAME: \_\_\_\_\_

\$40.00

### IPSI SHIRTS

Indicate shirt preference and size.

**MEN'S SHIRT**

Sizes: Men's XS-8XL

STATE SIZE: \_\_\_\_\_

**LADIES' SHIRT**

Sizes: Ladies' XS-4XL

STATE SIZE: \_\_\_\_\_

**TOTAL PAYMENT ENCLOSED \$** \_\_\_\_\_

### IPSI LATE REGISTRATION AND CANCELLATION POLICY

A \$50 fee will apply after the deadline. A substitute from the same community can be arranged at any time, based on availability. No refunds for cancellations received after posted deadline.

### REFER QUESTIONS ABOUT REGISTRATION TO:

MARY BENDER, PROGRAM COORDINATOR

phone: 231-797-5536 email: mbender102@aol.com

### SUBMIT REGISTRATION/INVOICE AND RETURN TO:

ILLINOIS PUBLIC SERVICE INSTITUTE

c/o Mary Bender, Program Coordinator

P.O. Box 330

LeRoy, MI 49655

### MAKE CHECKS PAYABLE TO:

APWA, Illinois Public Service Institute

**IPSI TAX ID: 36-2202880**

### CREDIT CARD PAYMENTS

Pay through the APWA website at this link:  
<http://illinois.apwa.net/EventDetails/13168>

Please note a \$20 processing fee has been added to online registrations. (You must still submit the completed registration/invoice form either by email or mail.)

*Please keep a copy of this REGISTRATION/INVOICE FORM for you records and invoicing needs.*