

Empower Geographics Training Registration Information

Registration Form

Class sizes are limited. It is recommended that you submit your registration form at least one month prior to scheduled class. A completed registration form, with signature, is required from each student. Registrations will be accepted on a first-come, first-serve basis. An incomplete registration form or a form unaccompanied with payment will not be processed, and may delay class reservation.

Fax registration form to **847-299-6990** or mail completed form accompanied with payment to:

Empower Geographics Inc., 2720 S. River Rd, Suite 128, Des Plaines, IL 60018

Payment

Tuition must be paid in full at the time of registration. Course fees are listed for individual classes. Acceptable forms of payment: checks (payable to **Empower Geographics**), American Express, MasterCard, Visa, government and educational Purchase Orders. Payment must be made in US dollars.

Processing Fees and Refunds

Due to limited class size, Empower Geographics must maintain firm policies concerning fees and refunds.

Each course fee includes a \$100 nonrefundable data processing fee. The course fee, less the data processing fee, will be refunded if we receive notice of cancellation at least 11 business days before the class start date. Full course fee will be charged for those who fail to appear or who cancel or reschedule 10 business days or fewer before the class start date. All prices are subject to change without notice.

Substitutions

Student substitutions are allowed, without \$100 data processing fee, provided Empower Geographics is notified in advance to class start date.

Class Schedule Changes and Cancellations

It is sometimes necessary to change the dates a class is offered or to cancel a class. Registrants will be contacted at the earliest opportunity in the event of a scheduling change or cancellation.

Travel

Transportation to training site is the registrant's responsibility. **Empower Geographics, Inc. assumes no responsibility for losses of nonrefundable travel arrangements resulting from course scheduling changes or cancellations.** All Onsite classes require trainer travel and living expenses to be paid by customer. Empower has Corporate Rates set up with some of the area hotels. Please see our web site for the list.

Lodging

Registrants are responsible for their own lodging arrangements. Once registered, registrants are provided with confirmation letter via fax or email. Directions to Empower, along with a list of local hotels, can be found on our web site at:
<http://www.empower.com/pages/directions.htm>

Course Times/Materials

Empower's training classes start at 9 am and generally end at 4:30 pm. There will be two short breaks and one-hour for lunch. Meal is not provided, but there are many restaurants located within a short distance of our office. Casual dress is suggested. All course materials are provided at the training site.

To Register

1. Please Print or type
 2. Fax this form with method of payment to: **847-299-6990**
 3. Mail this form with payment to:
Empower Geographics, Inc.
Attn: Training Coordinator
2720 S. River Rd, Suite 128
Des Plaines, IL 60018
- For more information please call: **1-800-552-2511 press 2 when prompted**

Class: Check all that apply

Course Name	Location (City)	Date	Course Fee
<input type="checkbox"/> Getting Started with MapInfo Professional (1 day)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Introduction to MapInfo Professional (2 days)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Geographic Analysis & Presentation. (2 days)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Map Creation and Data Analysis (2 days)	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Introduction to MapBasic	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> Geocoding with MapMarker	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> TargetPro Introduction	Des Plaines, IL	_____	\$_____ each
<input type="checkbox"/> TargetPro PSYTE Segmentation	Des Plaines, IL	_____	\$_____ each
Total Course Fees			\$_____ * US/ CAN.

Student Name (One Registration per Person, Please) _____

Organization/Company Name _____

Where did you hear about MapInfo Training?

Business Address _____ Suite/Mail Stop _____ City _____ State _____ Zip Code _____

Student's Phone _____ Student's Fax _____ Student's Email _____

Billing Address (If Different From Business Address)

Business Address _____ Suite/Mail Stop _____ City _____ State _____ Zip Code _____

Payment Information (Please do not send cash)

Credit Card No _____ VISA Mastercard American Express

Exp Date _____ Security Code (3 digit on back of Visa/MC or 4 digit on front of Amex) _____

Name on Credit Card _____

I have read and understand the cancellation policy, rescheduling, and course prerequisites

Purchase Order# _____ Check Number: _____

Signature: Required to process application) _____