



Fax complete registration form to 713-623-6124 Attention: Vanessa Koller or email to Vanessa.koller@ifma.org or mail to Academic Facilities Council, 1 E. Greenway Plaza, Suite 1100, Houston, TX 77046-0194 Attention: Vanessa Koller

- Full AFC Spring Conference Registration for IFMA AFC Members: \$150.00
- Full AFC Spring Conference Registration for IFMA non-AFC Members: \$195.00
- Full AFC Spring Conference for non-IFMA members: \$255.00
- Additional Ticket Keynote Dinner at Nasher Museum of Art at Duke University Wednesday, April 25th: \$50.00

To make hotel reservations:

Guests may call 800-443-3853 or 919-490-0999 and ask for reservations. Provide the group code number **305593**. Or Guests may make reservations online by using the link below

https://reservations.ihotelier.com/crs/g_reservation.cfm?groupID=622820&hotelID=11999

Salutation: Dr. Mr. Ms. Mrs. Name (First, Middle, Last)

Company or Institutional Affiliation: _____

Telephone: _____ Fax: _____

Address: _____

City: _____ State/Province: _____ Postal/Zip Code: _____

Email: _____

Dietary or Special Needs:

- Diabetic
- Vegetarian
- Low-salt
- Low-fat
- Kosher
- Gluten-free

Food Allergy (please specify): _____ Other (please specify): _____

Special needs to accommodate a motor/sensory impairment: _____

Payment Information: IFMA accepts checks and credit cards. Please make checks payable to IFMA.

All fees payable in U.S. funds only. No registrations will be processed without payment.

Charge the total amount of \$_____ to the following credit card:

- Visa
- MasterCard
- American Express
- Diner's Club
- Discover

Card Number: _____ Exp. Date _____

Card Member Name: _____ Authorized Signature: _____

Card Member Billing Address: _____

Cancellation/refund policy: IFMA reserves the right to cancel an IFMA educational event due to low enrollment, unforeseen factors, or any other reason making it practically or economically inadvisable to conduct the event. In the event of cancellation, registrants will be notified as promptly as the circumstances permit (although IFMA cannot be liable for any failure to notify). IFMA, however, cannot be responsible for any other costs, losses or inconveniences that a registrant may incur, such as costs of transportation (plane, train, rental car, etc), hotel cancellation fees, reservation fees, lost pay, vacation or leave time etc. Full refund will be granted for cancellations received in writing at IFMA prior to April 1, 2012. Refunds will not be given for no-shows after the conference. **Questions?** Call IFMA headquarters at +1-713-623-4362 or send an e-mail to registrations@ifma.org.