



World Class Assistant™ Part 1

Red Rock Country Club - Las Vegas, Nevada

2011 / Registration Form

LIMITED SEATING – 20 PER CLASS • DATES SUBJECT TO CHANGE

Name (please print all attendee information) _____

Title _____

Company/Organization _____

Mailing Address _____ **Mail Code** _____

City _____ **State** _____ **Zip** _____

Billing Address _____

City _____ **State** _____ **Zip** _____

Telephone (required): _____ **Fax:** _____

E-mail (required): _____

Registration fee for either of these in-depth, 3-day workshops is **only \$1995** including Suncoast Hotel accommodations, and **only \$2395** for J.W. Marriott accommodations. Early Bird Special: **Register early and save \$100** (only \$1895 and \$2295 respectively). Fee includes all workshop materials, three nights' lodging, and luxury shuttle service to and from the seminar site, lunch and beverage breaks, and a 30-day e-mail follow-up with Joan Burge.

Check a Session: Session Date Early Bird Discount Applies?
 March 2-4, 2011 **Yes, registering by January 3, 2011**
 October 19-21, 2011 **Yes, registering by August 19, 2011**

Hotel: We will make your hotel reservation for you.**

CHOOSE: **Suncoast** (\$1995) **Marriott** (\$2395) **NOTE:** If you plan to arrive earlier or stay longer than three nights (Tuesday, Wednesday and Thursday), please write in dates below so we can ensure you have a room.

*** Extra hotel accommodations beyond those provided as part of your registration will be billed directly to your personal/company credit card. Office Dynamics, Ltd. is not responsible for these charges.*

Extra nights requested: _____

Forms of Payment:

★ Check enclosed for \$ _____ (made payable to Office Dynamics, Ltd.)

★ Please charge my: MasterCard Visa

Card number: _____ Exp. date: _____

Cardholder's signature: _____

Cancellation Policy: Should you be unable to attend for any reason, a full refund, less \$500 registration fee, will be issued if we receive written notice 45 days prior to your registered start date. After that time, all registrations and no-shows are subject to full workshop fee. A company/organization may substitute one attendee for another. Refund for credit cards will only be given as a credit, not a check, reimbursement.

Should the workshop need to be postponed due to acts of nature or national disasters, the workshop will be rescheduled, not cancelled. Office Dynamics reserves the right to replace Joan Burge as Master Trainer of the program with a Certified Trainer of equal caliber should an emergency arise. **Date Change:** Because this is a limited-seating program, if you request a date change, a \$300 change fee will be assessed. Date changes are only valid within the same calendar year.

MAIL FORM TO: Office Dynamics, 2766 Evening Rock Street, Las Vegas, NV 89135
FAX FORM TO: 702-360-5356 ★ Call 800-STAR-139 for more information.