

FAIC Online Courses
2008 Registration Form
Online, facilitated courses



Don't forget to sign if paying by credit card.

Return to FAIC office no later than two days before course start date.

First name:	Last name:	
Street Address:		
City:	State:	Zip:
Phone:	Fax:	
E-mail: (Please type or print CLEARLY – confirmation and login information will be sent by email)		
Specialty Area:	# of Years of Professional Experience:	
2008 COURSE REGISTRATION(S):		
<input type="checkbox"/> Jan. 17 – Feb. 13	“Establishing a Conservation Practice”	
<input type="checkbox"/> Feb. 14 – March 13	“Digital Photography 101 for Conservators”	
<input type="checkbox"/> March 27 – April 23	“Marketing for Conservation”	
<input type="checkbox"/> May 1 – May 28	“Estimating Conservation Projects”	
<input type="checkbox"/> June 5 – July 2	“Laboratory Safety for Conservation”	
<input type="checkbox"/> July 10 – Aug. 6	“Mitigating Risk: Contracts and Insurance for Conservation”	
<input type="checkbox"/> Sept. 11 – Oct. 8	“Professional Responsibility in Conservation”	
<input type="checkbox"/> Oct. 16 – Nov. 12	“Records and Information Management for Conservators”	
PAYMENT INFORMATION – Single Course:		
<input type="checkbox"/> AIC Member: \$200	<input type="checkbox"/> Non-AIC member: \$300	
Register now for two or more courses (within the 2008 calendar year) and SAVE 10%!		
<input type="checkbox"/> AIC Member: \$180 per course	<input type="checkbox"/> Non-AIC member: \$270 per course	
____ Courses @ \$_____ = \$_____ TOTAL AMOUNT		
<input type="checkbox"/> Check enclosed (payable to FAIC)	OR: Please charge to my	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Name as it appears on card:	Billing zip code:	
Credit card account #:	Expiration Date:	
Card holder's signature (required):		

- ✓ Registration deadline: two days before course start date OR UNTIL COURSE IS FILLED. Early registration is advised.
- ✓ Selection of participants will be based on the order of receipt of registration.
- ✓ Important: see registration guidelines for refund, cancellation policies. Workshop subject to cancellation if insufficient registrations are received.
- ✓ Mail this form with payment to FAIC at the address below or fax with credit card information to (202) 452-9328. Make checks payable to FAIC in U.S. dollars drawn on a U.S. bank.
- ✓ Log-in information will be sent by e-mail after confirmation of registration.

12/6/07

AIC ONLINE WORKSHOP REGISTRATION INFORMATION

PAYMENT

Prepayment is required. All payments must be in U.S. funds, by check, purchase order, MasterCard, or VISA. Registrations and payments may be made in person, by mail, or by fax. Registrations and/or payments cannot be accepted by phone.

ENROLLMENT

Enrollment is limited. Participants may be selected on the basis of order of receipt of registration, appropriate prior experience, and training. Selections may also be made to balance specialty areas, geography, institutional and private practice conservators, and to limit the number of participants from any single organization. In some cases, prerequisites may be indicated in the course description or requirements for enrollment.

CANCELLATION OF WORKSHOP

Workshops are subject to cancellation if minimum enrollment requirement is not met 30 days prior to the event. In such cases, AIC will refund the full registration fee, but is not responsible for transportation, housing, loss of income, or other costs that may have been incurred by registrants.

REFUNDS

Requests for refunds must be made in writing and received by the AIC office at least 7 days prior to the workshop start date. Refund requests received by 21 days prior to the workshop start date are subject to a \$25 administrative fee. Refund requests received later than 21 days prior to the workshop start date are subject to a \$50 administrative fee. No refunds will be issued for cancellations received less than 7 days prior to the online workshop start date. Exceptions to the refund policy may be made in the event of insurmountable technical difficulties in accessing the course.

Please direct questions to:

Eric Pourchot

Program Officer for Professional Development

American Institute for Conservation of Historic & Artistic Works

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