



**PMI LEADERSHIP INSTITUTE MEETING
REGISTRATION FORM
1-2 March 2008 – Sydney, Australia**

Please fax or mail this completed registration form no later than **15 February 2008**, 5:00 Eastern Daylight Time (EDT-5).

FAX: +1-972-349-7715

MAILING ADDRESS: Project Management Institute, Lock Box 3301, P.O. Box 8500, Philadelphia, PA 19178-3301 USA

Alternatively, you may register online via the Leadership Institute Meeting website at <http://componentleadership.pmi.org/marchmeeting2008>

REGISTRATION INQUIRIES?

Phone: 1-866-812-3584 (within the United States or Canada) or +1-905-817-2833 (from all other locations)

Fax: 1-905-812-3714 or 1-888-745-8757

Email: info@pmireg.com

REGISTRANT INFORMATION

Please refer to the Registration Information and Policies on page 2 of this form.

PMI Component (Chapter, SIG, College or Group) Representing: _____

PMI ID #: (required in order to process registration): _____

_____	_____	_____	_____
Last Name	First Name	Nick Name for name badge	Middle Initial

_____	_____
Designation (i.e. PMP, MS)	Component Board Position (for name badge)

_____	_____
Company Name	Street Address

_____	_____	_____	_____
City	State/Province	Postal Code	Country

_____	_____	_____
Daytime Phone Number	Daytime Fax Number*	E-mail

*By providing the fax number above, you consent to being contacted by PMI at the fax number provided.

One (1) complimentary registration will be granted per PMI Component: If you are registering as your component's one complimentary registrant, you must enter the special registration code below. PMI Global Operations Center e-mailed the special registration code to PMI Component Presidents/Chairs in November 2007.

Special Registration Code: _____



Please Indicate Which Days You Will Participate: (Please check all that apply)

Saturday, 1 March 2008 Sunday, 2 March 2008

Additional Component Representatives may register at a cost of **\$75.00 (US) per day**. If you are registering as an additional representative from your component, please include the appropriate payment amount with your registration.

Is this your first Leadership Institute Meeting? YES NO

If **NO**, how may Leadership Institute Meetings have you attended? 1-2 3-5 6-7 8 +

REGISTRATION INFORMATION AND POLICIES

All attendees must be current members of PMI and the chapter, specific interest group (SIG) or college under which they are registering.

IMPORTANT NOTE: Do not bill your Leadership Institute Meeting expenses to PMI, even if you are receiving assistance funding. Individuals should submit requests for expense reimbursement as detailed in their travel assistance confirmation notices.

Confirmation of Registration: All registrants will receive confirmations from PMI Registration and Housing via e-mail within three (3) business days of receipt. If an e-mail address is not provided, confirmation will be sent via fax within seven (7) business days. Confirmation will be sent via postal mail to registrants who did not provide an e-mail or fax number, or if there were difficulties in communicating with these individuals via e-mail or fax.

Cancellation Policy: Meeting arrangements such as housing room blocks, food, beverage orders and meeting materials are based upon registration numbers. Hotels and meeting facilities require guaranteed numbers and base their pricing on registration numbers and hold to those dollar figures regardless of whether the numbers are met. In order to continue to provide PMI leaders quality events at low costs, the following fees for cancellation and nonattendance will apply.

Cancellation Fees: A \$25.00 (US) cancellation fee will be applied to all Leadership Institute Meeting attendee cancellations. Cancellation fees are the responsibility of the individual and/or their respective component. If a cancellation fee payment is not received within 45 days, PMI Global Operations Center will deduct the cancellation fee from the registered attendee's designated component dues rebate.

Refunds: Requests for refunds must be made in writing to PMI at pmicongressasiapacific@pmi.org and received no later than 16 February 2008. No refunds will be granted after this date. A cancellation fee of \$25.00 (US) will apply and be deducted from the total refund amount.

Substitutions: Registered attendee substitutions are permissible if they are received in writing by PMI Registration and Housing within 10 business days prior to the start of the meeting. The original registrant must submit the name and contact information of their substitute via e-mail or post mail. No on-site substitutions will be permitted without written and signed authorization from the original registered attendee.



"No-Show Fee" for Individuals Registered under a Component's Complimentary Registration:

Individuals who do not cancel their complimentary registration prior to the meeting and subsequently do not attend the Leadership Institute Meeting will be charged \$30.00 (US) per registered day. If payment is not received within 45 days, the total amount will be charged against the designated component's dues rebate from PMI Global Operations Center.

Notice Photographer on Premises: A professional photographer will be on site to document PMI Leadership Institute Meeting activities. Photographs are the sole property of PMI. By registering for and attending this event, attendees understand that PMI may use their likenesses for future promotional purposes. **If you do not wish to be photographed, please notify the photographer on site.**

Smoking at PMI Events: In consideration of the other attendees, PMI requests that you smoke only in designated smoking areas in and around the Leadership Meeting venue. Smoking is not permitted inside rooms where official Leadership Institute Meeting activities are taking place. Please check with your hotel for their smoking policies.

Recommended Attire: Business-casual attire is appropriate for all PMI Leadership Institute Meeting activities. This includes comfortable clothing such as button-down shirts and jackets (no tie), khaki pants or dress pants for men and pant suits, skirts, blouses and sweaters for women. Sometimes a good amount of time may be spent walking or standing, so comfortable footwear is recommended. As meeting room temperatures and personal comfort preferences vary widely, it is also recommended that you bring either a light sweater or a jacket with you to the meeting.

Children and Guests: Children under the age of 18 are not permitted to attend any PMI function. Guests may accompany registered Leadership Institute Meeting attendees to receptions and luncheons at cost. No one under the age of 21 may consume alcohol. Please notify gil.marder@pmi.org in advance to confirm a guest's attendance.

I have read and agree to follow the Registration Information and Policies of this form.

PAYMENT INFORMATION

Registration CANNOT be accepted or confirmed without full payment. Advance registration closes at 5:00 p.m. Eastern Daylight Time (EDT - 5) on 15 March 2008. On-site registrations will be accepted based on availability. DO NOT send registration materials to PMI Global Operations Center or its regional service centers. All registration materials should be submitted directly to the lock box address listed on this form. Please make checks payable to Project Management Institute. Checks must be in United States currency, drawn on a United States bank. Complimentary registrants do not need to complete this section.

I hereby authorize the Project Management Institute to charge my credit card for the following amount:

- \$75.00 (US) Saturday, 1 March 2008
- \$75.00 (US) Sunday, 2 March 2008
- \$150.00 (US) (full meeting participant)

TOTAL AMOUNT DUE:

PMI Leadership Institute Meeting Fees	\$ _____.
Australia Goods and Services Tax (GST), 10%*	\$ _____.
Total Amount Enclosed	\$ _____.

* Please note that meeting fees are Australia GST applicable at 10%. For those requiring an invoice/receipt with an Australian ABN number, one will be made available on request.



Payment Method:

Check (Must be in United States currency)

Credit Card: Visa MasterCard American Express Discover Diner's

Card Number: _____ Expiration: _____

Signature: _____

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(rev. 06-06)