



**PMI LEADERSHIP INSTITUTE MEETING
REGISTRATION FORM
16-18 May 2008 – St Julians, Malta**

Please fax this completed registration form no later than **09 May 2008**, 5:00 p.m. U.S. Eastern DST (9:00 p.m. GMT)

FAX: +1-905-812-3714

Alternatively, you may register online via the Leadership Institute Meeting website at <http://componentleadership.pmi.org/maymeeting2008>

REGISTRATION INQUIRIES?

Phone: + 1-866-812-3790 (within the United States or Canada) or +1-905-817-2807 (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.

Business EU VAT No.: _____

(This information is required if this is a business expense and the business is registered for VAT in the EU)

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 February 2008.

Special Registration Code: _____

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

- Friday, 16 May 2008 Saturday, 17 May 2008 Sunday, 18 May 2008



Additional Component Representatives may register at a cost of **€75.00 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 many 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 registration confirmations will be emailed within three (3) to four (4) business days of receipt. If email is not provided, confirmation will be faxed. If neither fax nor email is provided, confirmation will be mailed to the street address included with your registration.

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 €15.00 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 info@pmireg.com and received no later than 17 May 2008. No refunds will be granted after this date. A cancellation fee of €15.00 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 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 fax. 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 €25.00 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 17.00 US Eastern DST (21.00 GMT) on 09 May 2008. On-site registrations will be accepted based on availability. 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 Friday, 16 May 2008
- €75.00 Saturday, 17 May 2008
- €75.00 Sunday, 18 May 2008
- €225.00 Full Meeting

TOTAL AMOUNT DUE:

PMI Leadership Institute Meeting Fees	€ _____.
Maltese VAT 18%*	€ _____.
Total Amount Enclosed	€ _____.

*Value Added Tax (VAT) at Malta's standard rate of 18% is payable on registration fees and is not applicable to "PMI Membership Dues". A tax invoice (applicable to EU VAT registered participants) or fiscal receipt (applicable to non-EU VAT registered participants) will be provided via your Statement/Tax Invoice according to Maltese VAT law. Please note that fiscal receipts will be provided to all non-EU VAT registered participants at registration check-in.

Maltese VAT Registration No.: MT1876582

I accept receiving a tax invoice by email. Please email me when my tax invoice becomes available.

Please mail my tax invoice to the address listed above once it becomes available.

Payment Method:

Credit Card: Visa MasterCard American Express

Card Number: _____ Expiration: _____

Cardholder's Name: _____ Cardholder's Signature: _____