

# Delegate Registration Form

IACLEA 59th Annual Conference  
June 23 - 26, 2017 • Milwaukee, Wisconsin, USA

Check if you are a first-time attendee     Check if you are a new member

My Institution is a:     2-Year Institution     Public     Sworn  
                                   4-Year Institution     Private     Non-sworn

Full Name \_\_\_\_\_ Badge Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Business Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Please indicate the events you will be attending:

- Corporate Partner Event** (*Institutional Delegates only. Registration is free but required.*)
- Tour of Marquette University Campus Public Safety Department** – (*Canadian & International Delegates only. Registration is free but required.*)
- Women Members' Event** – (*Institutional Delegates only. Registration is free but required.*)
- Special Needs (please list):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*For Registration Fees and Payment Information, please go to next page...*



**The registration fee includes admittance to:**

- General Sessions and Workshops
- Exhibit Hall, including Friday Opening Reception and Saturday Lunch
- Opening Ceremonies
- Host Event
- Corporate Partner Event (Institutional Delegates only. Registration is free but required.)
- Women Members' Event (Institutional Delegates only. Registration is free but required.)
- Tour of Marquette University Campus Public Safety Department (Canadian & International Delegates only. Registration is free but required.)
- Installation Ceremony and Closing Reception



**REGISTRATION FEES** (Check all appropriate boxes):

<b>Member Fees - Please enter Attendee quantity in the box provided below.</b>	<b>Through May 20th QTY.</b>	<b>After May 21st</b>
IACLEA Member - Institutional, Professional, Associate, Affiliate 1st Attendee	___ <input type="checkbox"/> \$575	<input type="checkbox"/> \$650
IACLEA Member - Institutional, Professional, Associate, Affiliate 2nd Attendee or More	___ <input type="checkbox"/> \$475	<input type="checkbox"/> \$550
IACLEA Member - Supporting	___ <input type="checkbox"/> \$665	<input type="checkbox"/> \$740
IACLEA Member - Retired/Honorary	___ <input type="checkbox"/> \$375	<input type="checkbox"/> \$425
<b>Non-Member Fees</b>		
Non-Member - Employee of a Higher Ed Institution/Secondary School/ Other Law Enforcement	___ <input type="checkbox"/> \$700	<input type="checkbox"/> \$775
Non-Member - Consultant/Supplier/Vendor for Higher Ed Institution/ Secondary School/Other Law Enforcement	___ <input type="checkbox"/> \$790	<input type="checkbox"/> \$865

**Grand Total — (U.S. Funds Only):**

\$ \_\_\_\_\_

**METHOD OF PAYMENT:** (Please check appropriate boxes)

- Check enclosed made payable to: IACLEA Annual Conference
- Purchase Order # \_\_\_\_\_ (Fed. I.D. #58-1410882)
- MasterCard    VISA    AMEX

IF NOT PAYING ONLINE, SEND REGISTRATION FORM AND PAYMENT TO:

IACLEA Annual Conference  
342 North Main Street, Suite 301  
West Hartford, CT 06117-2507  
Fax: 860-586-7550 or 1-866-612-6276

Card # \_\_\_\_\_

Name on Card \_\_\_\_\_

Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

IF NOT PAYING ONLINE, SEND REGISTRATION TO:

IACLEA Annual Conference  
342 North Main Street, Suite 301  
West Hartford, CT 06117-2507  
Fax 860-586-7550 or 1-866-612-6276

## Registration Policies and Procedures

### Instructions:

- Complete all portions of the registration form and forward to: IACLEA Annual Conference, 342 North Main Street, Suite 301, West Hartford, CT 06117-2507. A check payable to IACLEA Annual Conference, or a copy of an approved purchase order or credit card authorization for registration fees (or any combination) MUST accompany the form. Correct fees must be received at IACLEA for an attendee to be registered. All registration fees must be paid in U.S. dollars.
- Your name and institution will appear exactly as you indicate on this form.
- Print or type all information.
- Use the Group Registration form to register more than one person from a single institution.
- Please keep a copy your completed registration form for your records.
- To register by fax, send to 860-586-7550 or 1-866-612-6276.

### Registration Policies:

- Only individuals registered and badged may attend conference events.
- Guests/spouses must purchase tickets for food and beverage events. Guest badges are required for entry into all conference events. See the Guest Ticket Order Form for purchase information.
- No registration may be processed without payment or receipt of a purchase order. For registration purposes, an institution's purchase order will be treated as cash.
- Payment or purchase order must accompany the registration form in order to receive the early registration discount.
- Checks or purchase orders received by IACLEA without registration forms will be automatically mailed back to your accounting office.

### Cancellations/Refunds:

- All registration cancellations must be sent in writing to IACLEA Headquarters, 342 North Main Street, Suite 301, West Hartford, CT 06117-2507.
- Any registration cancellation postmarked (or emailed) prior to June 5, 2017 will incur a \$50 administrative fee.
- Any registration cancellations postmarked (or emailed) on or after June 14, 2017 will forfeit all registration fees. Forfeited fees cannot be applied to future meetings.
- Substitutions from within the same institution are permitted at no additional cost. All substitutions must be made in writing and accompanied by a completed IACLEA Conference registration form.

### Housing Policy:

- Only those registered for the conference, or special guests recognized by IACLEA's office, will be eligible for hotel rooms at the special conference rate.

# Guest Ticket Order Form

Spouses – Children – Exhibitors – Guests

**IACLEA 59th Annual Conference and Exposition**

**June 23 - 26, 2017 • Milwaukee, Wisconsin, USA**



		QTY.	Total
<b>Full Guest Ticket*</b>	<b>\$120<sup>00</sup> Adult</b>	_____	\$ _____
	<b>\$35<sup>00</sup> Child (under 12, under 2 free)</b>	_____	_____

\*Includes admittance to the events below:

- Friday Exhibit Hall Reception
- Saturday Opening Ceremonies
- Saturday Exhibit Hall Lunch
- Saturday Host Institution Event
- Monday Installation/Closing Reception

		QTY.	Total
<b>Host Institution Event Ticket*</b>	<b>\$50<sup>00</sup> Adult</b>	_____	\$ _____
	<b>\$25<sup>00</sup> Child (under 12, under 2 free)</b>	_____	\$ _____

\*Includes admittance to the Saturday Host Event only

<b>Total Amount</b>	\$ _____
---------------------	----------

## Guest Ticket Policy

Guest badges are required for entry into all conference events. Guest tickets are only issued to individuals accompanying a paid conference attendee in a social capacity. Guest registration allows for Exhibit Hall access but does not include attendance at any sessions except the Opening Ceremony and Installation Ceremony.

## Cancellations/Refunds

All guest ticket cancellations must be sent in writing to IACLEA Headquarters, 342 North Main Street, Suite 301, West Hartford, CT 06117-2507. Any guest ticket cancellation postmarked (or emailed) prior to June 5, 2017 will incur a \$25 administrative fee. Any guest ticket cancellations postmarked (or emailed) on or after June 14, 2017 will forfeit all registration fees. Forfeited fees cannot be applied to future meetings.

*(Please Print Neatly)*

\_\_\_\_\_

Member Name

\_\_\_\_\_

Name for Guest Badge

\_\_\_\_\_

Name for Guest Badge

\_\_\_\_\_

Name for Guest Badge

**METHOD OF PAYMENT:** (Please check appropriate boxes)

Use method of payment provided on **Delegate Registration Form**

Check enclosed made payable to: **IACLEA Annual Conference**

Purchase Order # \_\_\_\_\_ (Fed. I.D. #58-1410882)

MasterCard     VISA     AMEX

Card # \_\_\_\_\_

Name on Card \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**IF NOT PAYING ONLINE, SEND REGISTRATION TO:**  
**IACLEA**  
**342 North Main Street, Suite 301, West Hartford, CT 06117-2507**  
**Tel. 860-586-7517**  
**Fax 860-586-7550 or 1-866-612-6276**