REGISTRATION FORM

18th Annual Penn State Radiation Safety Roundtable
September 23-25, 2019

Payment in full, by check, credit card, or money order, must accompany this form. This form may be duplicated for additional registrations. Please print in ink or type. Registration confirmation will be sent to the email address that you provide. Include all information requested and return the completed form to Penn State by Tuesday, September 17.

Last name ___________________________ First name ___________________ Middle initial _________

Date of birth (month/day/year) ___________________________ ○ Male ○ Female

Email address _____________________________________________
Penn State will use email address to communicate with you about all programs for which you register. Your email address will also be used to communicate logistical information regarding the program.

Company or organization ___________________________________

Occupational title __________________________________________

Please check one: ○ Work address ○ Home address

Mailing address (no. and street, or box no.) _________________________

City __________________________ State __________________________

ZIP code __________________________ Country ___________________

Phone number __________________________ Fax number ______________________

Special Dietary needs/accommodations (if none, leave blank) ______________________

________________________________________________________________________

Applicant’s PSU ID no. (if known) __________

Full Workshop Fee (includes lunches and beverages/breaks during the workshop)
○ $345

One-Day Workshop Fee (includes lunch and breaks for selected day of attendance)
○ $195

Indicate day of attendance: ○ Monday ○ Tuesday ○ Wednesday
Confirmation
You will receive confirmation by email; if you do not provide an email address, you will receive confirmation by postal mail.

Refunds
If your request to withdraw is received at least 15 business days prior to the first day of the program, we can issue a partial refund. Send your written request by fax to 814-863-5190 or by email to conferences@outreach.psu.edu. A $50 administrative fee will be charged for each withdrawal.

Substitutions
Anyone who is registered but cannot attend may identify a substitute. A full refund will be issued after the substitution registration has been completed. A registration form and full payment by the substitute are required. Substitutes are eligible to register at the same fee.

Payment
Your payment, in full, must accompany your registration form. The Pennsylvania State University's federal ID number is 24-6000376.

- Enclosed is a check or money order for the amount indicated, signed and payable to The Pennsylvania State University.
- Enclosed is a purchase order (made payable to The Pennsylvania State University) or letter of authorization from my employer or sponsoring organization.
- Credit card: May be mailed or faxed.

  - American Express
  - MasterCard
  - Visa
  - Discover

Cardholder's name (please print) ____________________________________________

Cardholder's signature _____________________________________________________

Cardholder's phone number ________________________________________________

Credit card billing address (no. and street, or box no.) ________________________

City ___________________________ State _______

ZIP code _______________________ Country ________________________________

Credit card number __________________________ Exp. date (month/year) _________
(Credit card charges cannot be processed without signature and expiration date.)
Before Mailing:

- Complete all information.
- Registration form and payment due by Tuesday, September 17. After September 17, please call the conference planner at 814-863-5100 or email conferences@outreach.psu.edu to check on availability and/or information about on-site registration.

Did You Remember to:

- Enclose payment in full?
- Meet the Tuesday, September 17, deadline to return the registration form?

Send All Registration Pages to:
Conferences and Institutes Registration
The Pennsylvania State University
Box 410
State College PA 16804-0410

Phone: 814-867-4973
Fax: 814-863-2765