



Directors' Forum
Tuesday & Wednesday, March 20-21, 2018
The James B. Henry Center, Lansing
3535 Forest Road, Lansing, MI 48910

REGISTRATION FORM – Attn: Monique Francis

REGISTRATION FEE			
Fee provides you with all materials, breakfast and lunch (5 th only) all breaks, AND Social Hour!			
<u>YOU MUST CHECK ONE</u>	March 20 ONLY (1pm-5pm, meeting & snack)	March 21 ONLY (9am-3pm, both meals)	BOTH DAYS
In Person Rate	<input type="checkbox"/> \$115	<input type="checkbox"/> \$115	<input type="checkbox"/> \$230
By Phone Rate	Please email Monique at mfrancis@cmham.org if you wish to participate by phone.		

Will you be attending the Social Networking Function on Tuesday from 4pm – 6pm? Yes ___ No ___

3 EASY WAYS TO REGISTER!!!!

Email your registration to mfrancis@cmham.org ~ FAX: 517-374-1053
~ OR BY MAIL: MACMHB, 426 S. Walnut, Lansing, MI 48933
OR

[Click here to register](#)

(Please Type or Print)

First/Last Name: _____ Title: _____

Agency/Board: _____

Address: _____

City/State/Zip: _____ Phone: _____

Email: _____

Billing Address (if different than above address): _____

Emergency Contact: _____ Phone: _____

Special Needs: If you have special needs please specify: _____

Arrangements for special needs will be honored for those written requests received 10 business days prior to the training.

Cancellation Policy: Substitutions are permitted at any time. While there is no charge to cancel your registration, we request written notice be emailed to mfrancis@cmham.org so that others may be allowed to participate, who may have been turned away due to room limitations.

Overnight Information – Candlewood Suites, Lansing

To reserve an overnight room call 517-351-8181 and mention code DF1 to get the group rate of \$95 (studio) or \$135 (1-bedroom) plus applicable taxes.

Payment Method:

Beginning in 2017, payment will be required prior to attendance. Payment methods available in advance and onsite: credit card, check or exact cash. If payment has not been received prior to the event, fees will be collected at registration the day of the event unless alternate arrangements are pre-approved by CMHAM. NOTE: Purchase orders are not considered payment. All no shows will be invoiced the full registration amount.

- Check Enclosed:** Make payable to CMHAM and mail to 426 S. Walnut Street, Lansing, MI 48933
- Credit Card:** CMHAM uses PayPal to process all credit card payments. A PayPal account is *not* required. After you send in your registration, go to www.macmhb.org; click on "Services," click on "Make a Payment," then follow the prompts to complete the process. *If registering online, credit card payment will be during the registration process.*

Questions? Contact Monique at (517) 374-6848 or mfrancis@cmham.org