

BENCHMARK TECHNOLOGY

P.O. Box 3975 • Meridian, MS • 39303-3975
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www.benchmarktechnology.net

WORKSHOP REGISTRATION FORM

All registrations must be accompanied by a check or purchase order. Registration must be received by deadline noted on the Benchmark Technology website. Late registration will be on a "first come, first serve basis." **Cancellations must be made in writing by mail, email or fax and received 3 business days prior to the scheduled date of workshop. Registration fees will not be refunded after cancellation cut-off date.** Substitutions are allowed. Confirmation of reserved seat will be made via email upon receipt of workshop registration.

Workshop Title: _____

Workshop Location: _____ Workshop Date(s): _____

Participant Name: _____ Date Submitted: _____

School District: _____ Title: _____

Mailing Address: _____

City, State, Zip: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Birthdate: _____

Method of Payment: Purchase Order _____ District/School Check _____ Personal Check _____

CEU Application Fees – Participants attending 100% of a qualifying workshop may apply for Continuing Education Units (CEUs). CEUs are granted by the Division of Academic Outreach & Continuing Education at Mississippi State University. A \$20 CEU application fee is required for those participants requesting CEU credit. Participants are responsible for this cost **upon successful completion of the workshop.** Then and only then will payment be received for CEU application fees. If paying workshop registration fee by check, an additional check must be made for CEU application fees at the close of the workshop. If paying workshop registration fee and CEU application fees by purchase order, no additional payment will be necessary at the close of the workshop.

IF PAYING BY CHECK:

Mail registration form and check to:

Benchmark Technology
Attn: Workshop Registration
P.O. Box 3975
Meridian, MS 39303-3975

IF PAYING BY PURCHASE ORDER:

Mail registration and purchase order to the above address or fax to:

Benchmark Technology
Attn: Workshop Registration
FAX: 601-485-3968

Note: Benchmark Technology reserves the right to cancel any workshop if enrollment is insufficient.