



# NM MUNICIPAL CLERKS & FINANCE OFFICERS ASSOCIATION



## CERTIFICATION WORKSHOP "Communication/Management/Leadership" Ruidoso Convention Center April 15-16, 2019

### ADVANCE REGISTRATION

\$75.00 Early Registration Fee **by** April 1<sup>st</sup>     \$94.00 Late Registration Fee **after** April 1<sup>st</sup>

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
*Including City/State/Zip*

BILLING ADDRESS: \_\_\_\_\_  
*Including City/State/Zip*

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_  
*For Registration Confirmation*

For **ADA Needs** contact Colette at (800) 432-2036

#### **PAYMENT INFORMATION: Check made payable to NMML.**

- Check Enclosed     Will Bring to Meeting *(Include member ID on check/stub.)*
- Purchase Order # \_\_\_\_\_
- Charge registration fee to:     Visa or     MasterCard listed below.

NMML is authorized to use the card below to pay registration fee(s) in the amount of \$ \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_  
*If different from Registrant Name*

Card Holder Signature: \_\_\_\_\_

#### **NMML REGISTRATION/CANCELLATION POLICY**

- After April 8<sup>th</sup> you **must** register on-site.
- Cancellations must be received in writing by April 8<sup>th</sup>.
- A \$25 fee charged for all cancellations, including weather related no shows.
- No refunds after April 8<sup>th</sup>.
- Pre-registered no shows are responsible for full registration fee.
- Credit card transaction(s) processed immediately.
- Receipts available upon registration check-in.
- Registration confirmations will be emailed.
- This policy also applies to Spouse/Guest Registrants.
- By submission of this form, I agree to all registration/cancellation policies.

**RETURN BY MONDAY, APRIL 8<sup>th</sup> TO:**  
 Maria Ortiz – mortiz@nmml.org  
 PO Box 846 • Santa Fe, NM 87504  
 Phone: (800) 432-2036 • (505) 982-5573  
 Fax: (505) 984-1392