

Registration Instructions

- This conference is open to only state, local and county employees. Each person must register separately. **Registration closes September 29, 2016.**
- Choose the agency that you are employed by from the drop down list. Do NOT list the institution or correctional facility you work at – list your employing agency.
- **Cancellation - Refund Policy:** SBOP does not accept cancellations for registration and will not refund registration fees once they are received. However, substitutions are welcome and all changes must be made in advance of the conference by emailing to: terri.lenz@wisconsin.gov. All registration changes must be made by September 29, 2016.
- **Registration payment:** the State Bureau of Procurement will issue one invoice to your organization for all your attendees once registration closes on September 29, 2016. Please keep a copy of your registration for your records.
- Register early to secure your seat in the sessions of your choice!
- Registrations will be accepted on a first-come, first-served basis. Due to limited space and high demand, registrations from local governments are conditional. Therefore, a second confirmation will be sent to verify final registration count.
- On-line Registration is mandatory. All registration fees must be received before the start of the conference.

STEP 1

Complete your name and address information. This is how your name will appear on your name badge. Print your complete mailing address (Inter-D address if applicable), telephone and fax numbers. **Select your agency that you are employed by from the drop down list. Do NOT list the institution or correctional facility you work at. If your agency does not appear, select "OTHER COMPANY/AGENCY-Fill in text below" and enter your agency name in the line provided.**

STEP 2

Select which conference sessions you would like to attend. We use this information to assist in planning room assignments. Choose one session per time slot as indicated on the form. **The same sessions are offered in the morning and afternoon.** Seating is on a first-come, first-served basis –but don't worry, we'll find you a chair!

STEP 3

Indicate your lunch selection from the choices listed. The cost of your lunch is included in the registration fee. Provide any accessibility needs you have by marking the appropriate box.

STEP 4

Once registration closes on September 29, 2016, the State Bureau of Procurement will issue one invoice to your organization for all your attendees.

STEP 5

All registrants will receive an email confirmation once all information has been received. If you do not receive a confirmation email, please contact Terri Lenz at terri.lenz@wisconsin.gov or at 608-266-0167.

STEP 6

For **local government registrations only**, a second confirmation will serve as official notice that your registration is final.