

REGISTRATION

Three Easy Ways to Register

Online. Visit www.nbia.org. Credit card information must be complete for online registrations to be processed.

By Fax. Fax this form with credit card information to (740) 593-1996.

By Mail. Send this form with complete payment information to:

NBIA – Conference Registration
20 E. Circle Drive, # 37198
Athens, OH 45701

Questions: Call (740) 593-4331 or e-mail education@nbia.org. A confirmation letter will be mailed within 10 days after NBIA receives registration information. Please contact NBIA if you do not receive this letter.

Cancellations and Refunds:

All cancellations must be received in writing. Cancellations received at the NBIA office on or before April 10, 2009, will receive a full refund minus a \$75 administrative charge. There will be no refunds for no-shows. NBIA is not responsible for cancellations mailed or faxed but not received. All refunds will be issued by June 1, 2009.

How many years have you been involved in the incubation industry?

- Less than one
 One to four
 Five or more

Are you a first-time attendee?

- Yes No

Please check all applicable boxes:

- I prefer vegetarian meals.
 My registered guest prefers vegetarian meals.
 I have a disability and will require special assistance (please attach additional information so we can accommodate your needs).

Are you an NBIA member?

- Yes No

Member ID# _____

If you wish to join NBIA and save on your registration, visit www.nbia.org/join_nbia.

What is your primary job responsibility? (Please check only one)

- Incubation Professional (Manager/Staff)
 Consultant
 Incubator Developer
 Academic/Research Professional
 Economic Development Professional
 Other

Please write legibly or type, as we generate name badges and registration materials from this form. All workshops have limited enrollment. Registrations will be processed on a first-come, first-served basis.

Name

Title

Organization

Address

City

State/Province

Country

ZIP/Postal Code

Telephone

Fax

E-mail address

Keycode from mailing label

Preferred name on badge

Payment Information

Check (payable to NBIA)

Check # _____

Credit Card:

MasterCard Visa American Express

Card Account # _____

Expiration Date _____

Name on Account (print) _____

Signature _____

Full payment in U.S. currency must accompany all registration forms. Registration requests will not be processed until payment is received. *By registering for this event, you agree that photos taken during all events associated with NBIA's 23rd International Conference on Business Incubation may be used by NBIA for marketing purposes.*

REGISTRATION – FEES

Preconference Institute Fees Registration fees must be received and paid by the dates below to qualify for associated rates. Prices for workshops include course materials, a continental breakfast and lunch. **Note:** All Sunday workshops run concurrently with the Kansas City Tour. Add \$75 to workshop fee if not attending the conference. Space is limited. On-site registration not guaranteed.

		NBIA Member			Nonmember			
		Early Bird: By 3/6	Regular: 3/7- 4/10	On-Site: After 4/10	Early Bird: By 3/6	Regular: 3/7- 4/10	On-Site: After 4/10	
<input type="checkbox"/>	Sat. April 18 9 a.m. – 4 p.m.	Facilities Management	\$379	\$449	\$499	\$449	\$499	\$549
<input type="checkbox"/>	Sun. April 19 9 a.m. – 4 p.m.	Serving Client Companies	\$379	\$449	\$499	\$449	\$499	\$549
<input type="checkbox"/>	Sun. April 19 9 a.m. – 4:30 p.m.	Developing a Successful Incubator	\$379	\$449	\$499	\$449	\$499	\$549
<input type="checkbox"/>	Sun. April 19 9 a.m. – 4 p.m.	Successful Incubator Management in Changing Times	\$379	\$449	\$499	\$449	\$499	\$549
<input type="checkbox"/>	Sun. April 19 8 a.m. – noon	Finding and Keeping Good Sponsors	\$259	\$299	\$359	\$309	\$359	\$409
<input type="checkbox"/>	Sun. April 19 8 a.m. – noon	Building a Winning Pipeline	\$259	\$299	\$359	\$309	\$359	\$409
<input type="checkbox"/>	Sun. April 19 1 – 5 p.m.	Seeking Grants From Private Foundations: Understanding the Process	\$259	\$299	\$359	\$309	\$359	\$409
<input type="checkbox"/>	Sun. April 19 1 – 5 p.m.	Tools for Building a Rock-Solid, Fundable Business	\$259	\$299	\$359	\$309	\$359	\$409

Note: Attend two half-day workshops and pay the same price as a full-day workshop.

Preconference Institute Fees Subtotal \$ _____

Conference Fees: Includes all conference meals, opening reception, sessions, session materials and the Arts Incubator of Kansas City tour. Registration fees must be received by the dates above to qualify for associated rates.

	Early Bird	Regular	On-Site
Member	<input type="checkbox"/> \$675	<input type="checkbox"/> \$775	<input type="checkbox"/> \$875
Nonmember	<input type="checkbox"/> \$795	<input type="checkbox"/> \$895	<input type="checkbox"/> \$995

Guest registration* \$295 Name of guest: _____

*A guest is a spouse/significant other, friend or an adult child (18 and over) who is not in an industry-related occupation. Co-workers or associates in the industry may not use the guest registration category. Guest registration includes all conference meals and the opening reception.

Additional Conference Activities – Registrations are limited and will be accepted on a first-come, first-served basis.

Event	Price	Number of Tickets	Cost
Kansas City Tour (April 19)	\$89	x _____	= \$ _____
ECJC Incubator Tour (April 22)	\$49	x _____	= \$ _____
Additional Activities Subtotal			\$ _____
Preconference Subtotal			\$ _____
Conference Subtotal			\$ _____
Promotional Code _____			TOTAL \$ _____

Discounts take effect upon processing.