

5633 Tylersville Rd., Suite D
Mason, OH 45040
Office (513) 779-7134 | Fax (513) 898-8982
www.utctraining.com



COURSE TITLE: _____ **DATE:** _____ **QUOTED PRICE:** _____

In order for us to process your registration, all information requested on this form is required. Fill in the above information. Then, click in the shaded areas below and enter your information or choose from the drop-down list. Once completed, please e-mail this form to register@utctraining.com. You will receive a receipt/confirmation via email. You may also fax this form to 513-898-8982.

Personal Information (PLEASE E-MAIL A RECENT PHOTO WITH THIS FORM)

Email:

First Name:

Last Name:

Business Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Work Phone:

Cell Phone:

Lodging Information *(those needing lodging will be assigned a King Size, non-smoking room)*

Special Needs

Please let us know if you have any food or other allergies, (i.e. nuts, milk, latex, etc.)

Payment Information

Credit Card Number:

Card Type: Please select

Security Code:

Expiration Date: Mo Yr

Cardholder Name:

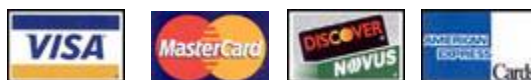
Billing Address: (Complete only if different from above)

Billing City:

Billing State:

Billing Zip:

We accept the following credit cards:



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Logistics

- Registration includes the fee for session, materials and lunch each day.
- Items to be paid by participant:
 - Airfare, transportation from and back to the airport, transportation between hotel and meeting site, lodging and incidentals, additional meals.
- Meeting location (unless otherwise noted):
 - Universal Training Concepts, Inc.
5633 Tylersville Road
Suite D
Mason, OH 45040
513-779-7134
www.utctraining.com
- Suggested hotels for lodging are:
 - Cincinnati Marriott Union Centre
6189 Mulhauser Road
West Chester, OH 45069
513-874-7335
www.marriott.com/hotels/travel/cvgno-cincinnati-marriott-north
 - The Wingate Inn
7500 Tylers Place Boulevard
West Chester, OH 45069
513-777-1101
www.meridianconference.com
- Upon request, we will reserve a King Size, guaranteed for late arrival, non-smoking room for those needing lodging using the payment information supplied above.
- Upon request, we will make arrangements for all ground transportation for you using the payment information supplied above.
- Please plan for arrival on Day 1 in time for a **prompt, on-time start**. For planning purposes, the hotels and meeting location are approximately 45 minutes from the Cincinnati and Dayton Airports (non-rush hour travel).
- Please plan your departure flights for no earlier than **2 hours** after end time.

Cancellations/Refunds

- Cancellations/refunds will be in the form of training/consulting for the value of the amount paid.