



ICG 669 WORKSHOP & TRAINING REGISTRATION PROCEDURE

ICG 669 is committed to providing our membership with on-going professional development opportunities to ensure our members have access to learn new skills and enrich their existing knowledge and expertise. As such, ICG 669 offers a variety of technical and soft skills workshops and training courses throughout the year with the goal of helping our members grow personally and professionally.

To help streamline this process ICG 669 has developed a formal registration procedure. A lot of planning, preparation and organization goes into bringing various training opportunities to our members, and we want to ensure members, facilitators and staff have the best experience possible:

REGISTRATION PROCEDURE

1. Registration for any ICG 669 Workshop or Training Course is based on a first come first served basis.
2. Members interested in registering for any ICG 669 Workshop or Training Course must email the [Training Coordinator](#) stating that they would like to register, so the request is time stamped. This is the sole responsibility of the registrant as the Training Coordinator and Staff cannot hold seats.
3. You will receive an email back as soon as practicable confirming your inquiry into registration.
4. A **\$50 Registration Fee** is required to reserve the spot of any member who registers for an ICG 669 Workshop or Training Course. The full \$50 Registration Fee will be reimbursed after the completion of the Workshop or Training Course. No reimbursement will be given for those who cancel less than **3 business days** prior to the start time of the Workshop or Training Course.
5. Any fees associated with an ICG 669 Workshop or Training Course presented in partnership must be paid in full at the time of registration in order to reserve the spot of any member who wishes to register. Any fees associated with Workshops or Training Courses presented in partnership will take the place of the \$50 Registration Fee listed above.