

Registration

All courses have limited enrollment. Registrations will be processed on a first-come, first-served basis.

REGISTRANT AND PAYMENT INFORMATION

Please write legibly or type, as we generate name badges and registration materials from this form.

Name _____ Title _____

Organization _____

Address _____

City _____ State/Province _____ Country _____ ZIP/Postal Code _____

Telephone _____ Fax _____

E-mail address _____ Keycode from mailing label _____

Preferred name on badge _____

Please check all applicable boxes:

- I prefer a vegetarian meal.
 - I have a disability and will require special assistance.
- (Please send additional information so we can accommodate your needs.)

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 - FTI 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 Sept. 26, 2008, 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 Nov. 13, 2008.

Note: A minimum of 15 registrants is required per workshop. Fewer registrants may result in cancellation of the workshop, in which case full refunds will be issued.

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.

Workshop Changes and Substitutions

We will do our best to accommodate requests for workshop changes prior to the event, but we may not be able to accommodate on-site changes due to enrollment limitations and preparation required for each workshop. If you register but are unable to attend, you may designate a substitute at no additional cost by Sept. 26, 2008.

Registration Form

Are you an NBIA member?

No Yes Member ID# _____

If you wish to join NBIA and save on your workshop registration, visit www.nbia.org/join_nbia. For more information, e-mail info@nbia.org or call (740) 593-4331.

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

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

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

Workshop Fees*

NBIA must receive your registration and payment by the dates below to qualify for the associated fees. Please check the workshops you wish to attend, and circle the appropriate fee.

*Includes course materials, breakfast, lunch (for full-day workshops only) and sponsor reception.

	NBIA Member			Nonmember		
	Early Bird: By Sept. 5	Regular: Sept. 6 - Sept. 26	On-Site: After Sept. 26	Early Bird: By Sept. 5	Regular: Sept. 6 - Sept. 26	On-Site: After Sept. 26
<input type="checkbox"/> Oct. 13 9 a.m. - 4 p.m. Serving Client Companies	\$369	\$419	\$469	\$419	\$479	\$529
<input type="checkbox"/> Oct. 13 9 a.m. - 4 p.m. Strategies for Advancing Your Program	\$369	\$419	\$469	\$419	\$479	\$529
<input type="checkbox"/> Oct. 13 9 a.m. - 4 p.m. Using Web 2.0: Internet-Based Tools for Your Incubator and Clients	\$369	\$419	\$469	\$419	\$479	\$529
<input type="checkbox"/> Oct. 14 9 a.m. - 4 p.m. The Fundamentals of Incubator Management	\$369	\$419	\$469	\$419	\$479	\$529
<input type="checkbox"/> Oct. 14 9 a.m. - 4:30 p.m. Developing a Successful Incubator	\$369	\$419	\$469	\$419	\$479	\$529
<input type="checkbox"/> Oct. 14 9 a.m. - 4 p.m. Critical Issues in Bioscience Incubation	\$369	\$419	\$469	\$419	\$479	\$529
<input type="checkbox"/> Oct. 15 8 a.m. - noon Show Me the Money: Helping Client Companies Prepare for Investment Funding	\$229	\$259	\$309	\$269	\$299	\$349
<input type="checkbox"/> Oct. 15 8 a.m. - noon Finding and Keeping Good Sponsors	\$229	\$259	\$309	\$269	\$299	\$349
<input type="checkbox"/> Oct. 15 8 a.m. - noon Regional Cooperation Among Rural Incubators	\$229	\$259	\$309	\$269	\$299	\$349

Workshop Fees Subtotal \$ _____

Baton Rouge Incubator Tour (Fee = \$49) \$ _____

Multiple Workshop Discount \$ _____

Membership Coupon No. _____ (Coupon = \$50 off) \$ _____

Total \$ _____