NIA's Understanding Specifications Course
COURSE REGISTRATION FORM
October 25, 2021
9:00 a.m.–3:00 p.m. ET
MGM National Harbor
101 MGM National Avenue, Oxon Hill, MD 20745

Name_____Company_____

Address for Post-Course Marketing Materials _____

City_____ State_____ Zip_____ Phone_____

Cell Phone_____ Fax _____ Email_____

Supervisor_____

□ NIA Member □ Nonmember How did you first hear of this program? _____

COMPANY TYPE/AFFILIATION

Please check the company affiliation that best describes the organization you work for:

□ Engineering/End-User/Owner Firm □ Consultant □ Contractor
□ Distributor □ Fabricator □ Laminator □ Manufacturer
□ Other: _____

Hotel Information
To reserve your hotel room at the MGM National Harbor, please call (844) 346-4664 and mention "NIA's Annual Convention" when making your reservation. For online hotel reservations, click here and select attendee from the drop-down menu. NIA has blocked guest rooms at a rate of $259/night plus taxes (includes WiFi).

If you are a contractor, please specify:

□ Merit/Open Shop Contractor □ Union/Signatory Contractor

□ **Would you like to receive a FREE subscription to *Insulation Outlook* magazine?**

PRE-QUALIFICATION FOR THE PROGRAM

NIA's Understanding Specifications Course is developed for individuals who have good communication skills as well as the following:

- Have a minimum of 1 year of experience in commercial and/or industrial construction, process, and maintenance industry, inspection, or related fields;
- Have basic computer literacy and the ability to work in a team environment.

PROGRAM REGISTRATION FEE

Based on your NIA membership status, please select one of the following registration fees and enclose payment.
Please Note: Class size is limited, and paid registrations are taken on first-come, first-served basis.

NIA's Understanding Specifications Course

	Discounted Check Rate	Standard Rate
NIA Member Attending NIA's Convention*	☐ **$300**	☐ **$310**
NIA Member	☐ **$375**	☐ **$390**
Engineer/Owner/End User/TIAC Member	☐ **$375**	☐ **$390**
Non-Member	☐ **$550**	☐ **$570**

*You must be registered for NIA's Annual Convention before receiving the discounted rate.

PAYMENT

Payment Method: □ Check □ AMEX □ MC □ VISA Card Number _____ Exp. _____/_____ CVV: _____

Billing Address _____

Signature _____

Please email, fax, or mail your completed registration form with payment to NIA, no later than **October 11, 2021.**
Fax: 703-464-5896 • Email: *training@insulation.org* • Make checks payable to NIA, 516 Herndon Pkwy., Ste. D, Herndon, VA 20170

Cancellation Policy and Course Guidelines

Paid registrations canceled in writing at least 30 calendar days in advance of a class will receive a full refund, less a $50 service fee. Paid registrations canceled in writing 29 to 14 days before a class will receive a refund of 50% of the registration fee. No refund or credit will be issued on cancellation requests received less than 14 days before a class begins. Transfers within 6 months of the original course date are permitted with a $50 fee. Transfers may not be made less than 10 business days before a class begins. Transfer request must be submitted in writing.* All cancellation and transfer fees are subject to change at any time. Applicable refunds will be issued after the stated course dates and, if applicable, after course materials are returned.

The health and safety of our attendees is NIA's biggest priority. By registering for the face-to-face course, you are agreeing to NIA's Release of Liability Agreement (https://insulation.org/convention2021/wp-content/uploads/sites/28/2021/04/NIA-EVENT-ATTENDEE-WAIVER-AND-RELEASE-OF-LIABILITY-AGREEMENT.pdf).

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NIA sponsors the Understanding Specifications Course (the Course) as a service to the commercial and industrial insulation industry. The Participant, recognizing that the NIA may audio and/or video record the course which the Participant attends and being aware of this expressly gives NIA permission to use Participant's name and any photo and/or video in which Participant appears, and any quotes from Participant, to present future virtual training programs of the Understanding Specifications Course and/or to promote the course without further compensation or permission, except where prohibited by law. Further, the participant (i) understands that photos, video and/or quotes may be made available to print, video, Internet and other media, (ii) understands that photos and/or video may be captioned and that the caption may include, when appropriate, Participant's first and last name, and (iv) expressly releases, discharges, indemnifies and agrees to save harmless the Released Parties from and against any Claims arising, directly or indirectly, from the publication or use of such photos, video, quotes or Participant's likeness, including, without limitation, any claims for invasion of privacy or right of publicity, or loss or liability resulting there from.

Signature of Attendee _____Date_____

Signature of Sponsoring Employer _____Date_____

Company Name _____