

**PIHP Executive Director Quarterly Meeting**  
**With a Special Invitation to CMHSP & CA Executive Directors**  
**Wednesday, December 14, 2011**  
**9:00am – 5:00pm (registration at 8:30am)**  
*LCC West Campus Facility*  
*5708 Cornerstone Drive*  
*Lansing, Michigan 48917*

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**REGISTRATION FORM**  
**(please register by December 7)**  
**Cost: \$25**

Cost includes coffee, lunch and meeting materials.

**3 EASY WAYS TO REGISTER!!!!**

**FAX: 517-374-1053, Attn: Georjean ~ OR BY MAIL: MACMHB, 426 S. Walnut, Lansing, MI 48933**  
**OR visit [www.macmhb.org](http://www.macmhb.org) and click under conferences and trainings**

(Please Type or Print)

First/Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency/Board: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Billing Address (if different than above address): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Special Needs:** If you have special needs please specify: \_\_\_\_\_  
Arrangements for special needs will be honored for those written requests received 10 business days prior to the training.

**Cancellation Policy:** Substitutions are permitted at any time. No-shows will be billed at the full training rate. Cancellations must be received in writing at least 5 business days prior to the training for a full refund less a \$5 administrative fee. If cancellation is received less than 5 business days prior to the training, no refund can be given.

**Payment Method:** To reserve your spot at this training, **register now**. Payment does not need to accompany registration; however, payment or purchase order must be received by the day of the training. **\*Please note that confirmation letters are NOT sent. If you require confirmation, please email Georjean Knapp at [gknapp@macmhb.org](mailto:gknapp@macmhb.org). Questions? Contact Georjean at (517) 374-6848.**

- Check enclosed
- Purchase order (attached)
- PayPal:

To pay by credit card go to [www.macmhb.org](http://www.macmhb.org) and click on "2011 Events Payment Page."