



**Directors' Forum**  
**Tuesday, March 10, 2015**  
**The James B. Henry Center, Lansing**  
**3535 Forest Road, Lansing, MI 48910**

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## **REGISTRATION FORM**

**Directors' Forum Cost:**  
**In Person – \$85; By Phone – \$42**

☐ **In Person**

☐ **By Phone**

*Please check which option you would like to participate by.*

Cost includes continental breakfast, 1 lunch and all Forum materials.

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

Online at [www.macmhb.org](http://www.macmhb.org) ~ FAX: 517-374-1053, Attn: Monique  
~ OR BY MAIL: MACMHB, 426 S. Walnut, Lansing, MI 48933

(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 10 business days prior to the training for a full refund less a \$15 administrative fee. If cancellation is received less than 10 business days prior to the training, no refund can be given.

### **Overnight Information – Candlewood Suites, Lansing**

To reserve an overnight room call 517-351-8181; Mention you are with the Michigan Association of Community Mental Health Boards - Directors' Forum to get the group rate of \$91 (studio) or \$121 (1-bedroom) plus applicable taxes. *Must reserve by February 15, 2015 to receive this rate!*

**Payment Method:** To reserve your spot at the forum, **register now**. Payment does not need to accompany registration; however, payment or purchase order must be received by the day of the training.

[ ] Check enclosed

[ ] Purchase order (attached)

[ ] Credit Card/PayPal

If you are paying by credit card you must pay through PayPal. A PayPal account is not required. Go to [www.macmhb.org](http://www.macmhb.org); click on "Services," click on "Make a Payment," then follow the prompts to complete the process. No on-site credit card payments will be accepted.

**Questions? Contact Monique at MACMHB (517) 374-6848**