



PMI LEADERSHIP INSTITUTE
LEADERSHIP INSTITUTE MEETING
WIRE TRANSFER PAYMENT - REGISTRATION FORM
22-24 FEBRUARY 2019 – Penang, Malaysia

Submission: Email *all* pages of this wire transfer registration form to Events.Dept@pmi.org. When submitting, please keep a copy of the registration form and sent email correspondence for your records. Alternatively, you may register online via the [Leadership Institute Meeting website](#)

Registration Inquiries: Please E-mail your inquiries to Leadership.Institute@pmi.org.

REGISTRANT INFORMATION

Please refer to the Registration Information and Policies on page two (2) of this form.

ACCESS CODE: _____
(In order to register for the PMI Leadership Institute Meeting 2019—Asia Pacific you MUST have an Access Code. If you are a chapter leader, please contact your Chapter President for the Access Code. If you are a member of a PMI global volunteer group that has been approved to attend the LIM, please contact your Volunteer Engagement Liaison (VEL) for the Access Code. Any other questions can be addressed to Leadership.Institute@pmi.org.)

PMI Chapter or Volunteer Group Representing: _____

PMI ID #: (required in order to process registration): _____

Prefix: Ms. Mrs. Mr. Dr.

First Name: _____ **Middle Initial:** _____ **Last Name (Surname, Family Name):** _____

Suffix (e.g., Jr., Sr., MBA, PhD, P Eng.) _____ **PMI Credentials:** CAPM® PfMP® PgMP® PMI-ACP® PMI-PBA®
PMI-RMP® PMI-SP® PMP® NONE

Chapter Board Position: _____

Name (as you would like it to appear on your badge): _____

Company/Organization: _____

Street Address: _____ **Address Type:** Home or Work

City: _____ **State/Province:** _____ **Country:** _____

Postal Code/ZIP Code: _____ **Telephone:** _____ **Mobile Phone:** _____

Fax: _____ **E-mail:** _____

 Please specify any special needs, if applicable, in the space below:

Please indicate any dietary restrictions below (click all that apply):

- Diabetic
- Gluten-Free
- Halal Friendly
- Kosher
- Non-Lactose
- Vegan
- Vegetarian
- Food allergies/Other _____

Please Indicate Which Days You Will Participate: (Please check all that apply)

Leadership Institute Region 9 & 15 _ Combined Chapter Leaders Meeting

Friday 22 February 2019

* Attendance at this meeting is open only to chapter volunteers from Indonesia, Malaysia, Philippines, Singapore, Thailand, Vietnam, Hong Kong, Japan, Taiwan & South Korea.

Leadership Institute Meeting

Saturday 23 February 2019

Sunday 24 February 2019

* Meeting will begin with a Networking Reception on Friday, 22 February 2019

Is this your first Leadership Institute Meeting? YES NO *(required field)

If **NO**, how may Leadership Institute Meetings have you attended? 1-2 3-5 6-7 8 +

Gender: Male Female Prefer not to answer

What is your age range? 70+ 55-69 45-54 36-44 29-35 25-28 18-24

REGISTRATION INFORMATION AND POLICIES

All attendees must be current members of PMI and the chapter under which they are registering.

IMPORTANT NOTE: Do not bill your Leadership Institute Meeting expenses to PMI, even if you are receiving assistance funding. Individuals should submit requests for expense reimbursement as detailed in their travel assistance confirmation notices.

Confirmation of Registration: All registration confirmations will be emailed within three (3) to four (4) business days of receipt. If email is not provided, confirmation will be mailed only if requested. If neither mailing address nor email is provided, confirmation will be faxed to the number included with your registration.

Cancellation Policy and Fees: In fairness to all LIM participants, it is necessary to charge a cancellation fee when a participant cancels his/her attendance prior to the LIM. Full refunds, less \$25.00 processing fee per registrant, will be granted for cancellations received in writing no later than two weeks prior to the event start date. Registration substitutions may be made in writing without penalty. Cancellation fees are the responsibility of the individual and/or their respective chapter. Refunds will not be granted after two weeks prior to the event start date. All written requests should be emailed to Leadership.Institute@pmi.org. Refunds will not be given to those registrants who do not attend without cancelling in advance (no shows).

Substitutions: Registered attendee substitutions are permissible if they are received in writing by PMI Registration within 10 business days prior to the start of the meeting. The original registrant must submit the name and contact information of their substitute via e-mail. No on-site substitutions will be permitted without written and signed authorization from the original registered attendee.

"No-Show Fee" for Individuals Registered under a Chapter's Complimentary Registration:

Individuals who do not cancel their complimentary registration prior to the meeting and subsequently do not attend the Leadership Institute Meeting will be charged \$25.00 per registered day. If payment is not received within 45 days, the total amount will be charged against the designated community's dues rebate from PMI Global Operations Center.

PMI Photographer and Videographer Notice: A professional photographer and videographer may be on site to document PMI Leadership Institute Meeting events and activities. Photographs and videotapes are the sole property of PMI. By registering for and attending these events, attendees understand that PMI may use the likenesses for future promotional purposes. **If you do not wish to be photographed, please notify the photographer and/or videographer on site.**

Smoking at PMI Events: In consideration of the other attendees, PMI requests that you smoke only in designated smoking areas in and around the Leadership Meeting venue. Smoking is not permitted inside rooms where official Leadership Institute Meeting activities are taking place. Please check with your hotel for their smoking policies.

Recommended Attire: Business-casual attire is appropriate for all PMI Leadership Institute Meeting activities. This includes comfortable clothing such as button-down shirts and jackets (no tie), khaki pants or dress pants for men and pant suits, skirts, blouses and sweaters for women. Sometimes a good amount of time may be spent walking or standing, so comfortable footwear is recommended. As meeting room temperatures and personal comfort preferences vary widely, it is also recommended that you bring either a light sweater or a jacket with you to the meeting.

Children and Guests: Children under the age of 18 are not permitted to attend any PMI function. Guests may accompany registered Leadership Institute Meeting attendees to receptions at a **cost of \$75 per reception**. No one under the age of 21 may consume alcohol. Guest registration is available online and will be available onsite.

I have read and agree to follow the Registration Information and Policies of this form.

PAYMENT INFORMATION

Registration CANNOT be accepted or confirmed without full payment. On-site registrations will be accepted based on availability. Complimentary registrants do not need to complete this section.

I hereby authorize the Project Management Institute to charge my credit card for the following amount:

- \$100.00 (USD) Leadership Institute Meeting – Saturday, 23 February 2019
- \$100.00 (USD) Leadership Institute Meeting – Sunday, 24 February 2019
- \$200.00 (USD) Full Meeting Participant (includes Friday evening reception – 22 February, 2019)

GUEST REGISTRATION:

- \$75.00 (USD) Reception Guest (Friday) – Guest’s Full Name: _____
- \$75.00 (USD) Reception Guest (Saturday) - Guest’s Full Name: _____

TOTAL AMOUNT DUE:

PMI Leadership Institute Meeting Fees \$ _____

(1)Guest – Reception fees (\$75 per reception) \$ _____

Total Amount Enclosed: \$ _____

Payment Instructions: Please submit payment using the wire transfer details below. Your registration will not be confirmed until payment has been confirmed. Once payment has been confirmed a confirmation email will be sent and the registration process will be complete.

***Wire Transfer Details:**

Project Management Institute Inc.
Wells Fargo Bank, N.A.
3515 West Chester Pike
Newtown Square, Pennsylvania 19073 USA
Account Number: 2000018429053
Routing Transit Number: 121000248
BIC/SWIFT: WFBIUS6S