



Advanced Institute for Project Management  
Austin, TX

Class 16 - January 19-24, 2020

### Who Should Attend?

Experienced project managers, senior project managers, and project executives or operations officers meeting the following criteria: Managing other project managers, managing large projects with oversight of self-sufficient jobsite staff, managing a book of work under individual income statement, managing project management department; and/or managing all or project driven portion of company operations.

### Attendee Information

Name \_\_\_\_\_ Badge Name \_\_\_\_\_  
 Company Name \_\_\_\_\_ Title \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail \_\_\_\_\_ Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 E-mail address to send receipt acknowledgement of registration form \_\_\_\_\_  
 Name of your Company Training Coordinator \_\_\_\_\_ Email \_\_\_\_\_

Member	\$2,800
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### Registration Fees and Cancellation & Refund Policy

Registrations will be processed on a first come, first served basis. Class space is limited to enhance group interaction. Registration fees for the course are due at the time of registration. Registrations are not final until payment is received.

### Registration Payment

Our process for collecting credit cards has changed to protect your personal information.

Please choose one of the options below:

**Send a secure web link** (this link lets you input your information and send it to MCAA securely; the link will expire within 5 business days). **If you are paying your registration by credit card, you will continue through this link to provide your credit card information for the hotel.**

**link to provide your credit card information for the hotel.**  
 Email \_\_\_\_\_

**Check if you are paying your registration by check, upon receipt of check, you will receive a link by email to complete your registration by providing credit card information for the hotel.**

**Please make check payable to MCAA and mail it along with a copy of this Registration Form to the address below.**

**Attn:** Megan Walsh/AIPM16  
 Mechanical Contractors Association of America  
 1385 Piccard Drive  
 Rockville, MD 20850

**To provide your credit card over the phone, please call Megan Walsh at (240) 631-6293.**

### Hotel Reservations (Class begins Sunday afternoon and ends Friday at Noon)

	Room Type	King Bed	Double Beds	Room Rate
AT&T Executive Education and Conference Center	Standard Room			\$211.00** (Room rates are subject to change up or down based on demand)

**\*\*SATURDAY NIGHT HOME UT FOOTBALL ROOM RATES WILL BE SUBJECT TO A HIGHER RATE FOR THAT ONE NIGHT ONLY.**

**A reservation will be made for your AIPM16 hotel stay, with a check in on Saturday, January 18<sup>th</sup> and a check out on Friday, January 24<sup>th</sup>. If your dates need to be changed, or you have any special hotel requirements, please provide the information below.**

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Do you have any special hotel requirements? \_\_\_\_\_

☎ Please contact Megan Walsh at (240) 631-6293 if you require special accommodations to fully participate in this event.

Bed type is subject to availability, every attempt to accommodate your reservation request will be made. A credit card is required to hold your reservation. Room rates are subject to a 15% tax. Cancellations less than 72 hours prior to your scheduled arrival date will result in a charge to your credit card equal to one night's stay.

**Biographical Data** — *The following information is necessary for preparation of small workshop groups.* Male  Female

Age: \_\_\_\_\_ Years as a project manager: \_\_\_\_\_ Years as a mechanical industry project manager: \_\_\_\_\_

Are you an IPM Graduate:  Yes  No If yes, what class: \_\_\_\_\_

**If you have any questions, please contact Megan Walsh at MCAA:**

**Email:** [ipm@mcaa.org](mailto:ipm@mcaa.org) **Phone:** (240) 631-6293 **Fax:** (240) 238-9583