Facility Decommissioning Training Course

Mar. 5-7, 2013
Baltimore, MD, USA
Web: http://www.dd.anl.gov/ddtraining/md/mar13/

REGISTRATION FORM

(Please Print or Type)

REGISTRANT (PRIMARY CONTACT)

Name_____
(First) (Middle) (Last)

Organization_____

Title_____

Department_____

Business Address_____
(Street)

_____
(City) (State) (Zip Code) (Country)

Business Phone_____Fax_____
(Area Code) (Number) (Extension)

Citizenship_____

E-mail_____

I am attending this course as (Must Check all that applies):

☐ A trainee ☐ An exhibitor ☐ a participant in the "Decommissioning Certificate" Program

SECONDARY CONTACT

Name_____
(First) (Middle) (Last)

Business Phone_____Fax_____
(Area Code) (Number) (Extension)

E-mail_____

REGISTRATION FEE – to be paid in US dollars (USD)

☐ Registration fee (trainee) of $1,195 USD is enclosed.

☐ Registration fee (exhibitor) of $100 USD is enclosed.

Please make check payable to:

ARGONNE NATIONAL LABORATORY

☐ I will pay now with a credit card (Visa, Master Card & American Express are the only cards accepted).

Credit Card Type: ☐ Visa ☐ Master Card ☐ American Express

Credit Card Details: **Must be provided by phone (see below). Do not add credit card details here.**

OTHER PAYMENT METHODS – There are a number of alternative methods of payments that we do accept.

☐ Purchase Order ☐ DOE SF 182 ☐ NRC Form 368 ☐ Bank Transfer

Fee Reduction:
Universities and other small businesses may qualify for a reduced rate. Please let us know if you believe that you or your company might qualify for these rates. Contact: Larry Boing (see contact information below).

Argonne Financial Info
Company Reference: UChicago Argonne, LLC; **Federal ID Number:** 68-0628477

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Comments:
Please enter any comments or special instructions you might have in the field below.

_____
_____
_____
_____
_____
_____
_____

Where did you learn of our TC program? Must check one.

☐ Internet ☐ From a colleague ☐ Emailed Notice ☐ Regular Mail Notice
☐ Other Please specify-fill in blank: _____

Notes:

1. Make sure you **read the Policies and Practices notes** attached to this document.
2. Before you submit this training course registration application, please **make sure that you have answered every question**. If you do not answer every question, your application may not be able to be processed in a timely manner.
3. Please fax or send the completed Registration Form to:

Judy Benigno
Conference Services
Argonne National Laboratory
Bldg. 201-2S-04
9700 South Cass Avenue
Argonne, IL 60439
Phone: +1 (630) 252-5586
Fax: +1 (630) 252-5533
email: ddtraining@ne.anl.gov

4. **If paying with a credit card:** We are not accepting credit card details electronically because we want to ensure the greatest extent possible the protection of this information. We **only** accept credit card details (credit card holder, credit card number and expiration date) **by telephone**. Please phone credit card details to Judy Benigno at +1 (630) 252-5586. See also **Policies and Practices notes** attached to this document. **DO NOT SEND CREDIT CARD DETAILS BY EMAIL**.
5. If registering for a course including a tour of local facilities (for example Nevada National Security Site Tour), make **sure to submit the due paperwork in a timely manner.** Otherwise, we cannot guarantee that you will be granted access to the facilities we will visit during the tour.
6. For questions or special requests:

Larry Boing
TC Director
Argonne National Laboratory
Building 208
9700 South Cass Ave
Argonne, IL 60439
Phone: +1 (630) 252-6729
Fax: +1 (630) 252-7577
email: lboing@anl.gov

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REGISTRATION FORM

POLICIES AND PRACTICES

Enrollment

- Applicants are encouraged to register electronically. Early registration is highly recommended due to the limited class size.
- We highly recommend to attendees that they **register <u>no later than two weeks (10 working days)</u> before the scheduled start date for the TC**.
- Before you submit this training course registration application, please **make sure that you have answered every question**. If you do not answer every question, your application may not be able to be processed in a timely manner.
- <u>**Secondary Contact**</u>: You **must identify** an individual that will serve as **an alternative point of contact at your organization**. We need this information if for some reasons we must cancel the Training Course Session you are registering for. The information you provide will be used to contact and notify of the cancellation as well in case the first notification cannot reach you.
- In the event the online submission does not work, the registration form is also available as a PDF document to download, print, fill out by hand and fax to us.
- **ONLY for TC sessions at Argonne:**
  All foreign visitors (non-US Citizens) requiring access to the Argonne site are required to obtain access authorization prior to arrival. This requires completion of the form ANL-593 and submittal of it for approvals which - depending on the visitors nationality - typically requires somewhere between 21 days - 30 days.

Payment

- Registration Fee includes: One copy of TC materials (either 1-hard copy or 1-USB stick / 1-CD of the main training course materials). Not included in Exhibitor Registration Fee. See also Frequently Asked Questions (http://www.dd.anl.gov/ddtraining/faq.html) on website.
- The training course fee does not cover the cost of: accomodations, meals or transportation to/from the training course meeting location or any other expenses. See also Frequently Asked Questions (http://www.dd.anl.gov/ddtraining/faq.html) on website.
- <u>Accepted Currency</u>: The TC Registration fees are to be paid in US dollars - no foreign currencies can be used or will be accepted for payment.
- The registration fee, or proof of forthcoming payment, must be received prior to the course.

Payment by Credit Card

- Visa, American Express and MasterCard are the only credit cards accepted.
- **We are not accepting credit card details electronically** because we want to ensure the greatest extent possible the protection of this information. Therefore:
- **If registering online**
  You must then provide us the credit card details (account number and expiration dates) **by telephone**. Please communicate credit card details by phone to the registrar:

  Judy Benigno
  Conference Services
  Argonne National Laboratory
  Bldg. 201-2S-04
  9700 South Cass Avenue
  Argonne, IL 60439
  Phone: +1 (630) 252-5586
  Fax: +1 (630) 252-5533
  email: ddtraining@ne.anl.gov
- **If registering by fax**
  If you decide to use the PDF form to register you must then provide us the credit card details (account number and expiration dates) **by telephone** to Judy Benigno +1 (630) 252-5586 (see above). The completed PDF form must be faxed to Judy Benigno at the number given above.
- <u>Payment Deadline (Credit Cards)</u>: Payments by credit card must be made **at least 3 weeks before the start date** for the course.

Payment by Check

- Corporate and personal checks are also acceptable for payment.
- <u>Payment Deadline (Checks)</u>: Mail the required training course registration fee to Argonne at least 3 weeks before the dates for the course to the registrar Judy Benigno (see contact coordinates below).
- Make checks payable to Argonne National Laboratory. Send checks to the TC Registrar at the Argonne Conference Services:

  Judy Benigno
  Conference Services
  Argonne National Laboratory
  Bldg. 201-2S-04
  9700 South Cass Avenue
  Argonne, IL 60439
  United States of America

Other Payment Methods

- Please contact us prior to the training course if you will not be able to pay the registration fee using any of the above methods.
- **BANK TRANSFERS:** Payment via Bank Transfers is only possible under the following conditions:
  The attendee wishing to pay via bank transfer must have completed the online registration. We can send the bank information for a wire transfer payment only after you have officially registered for one of our training courses requesting to pay via bank transfer.

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REGISTRATION FORM

POLICIES AND PRACTICES (continued)

Registration Acceptance

- Two-week prior to TC Start Date (= prior to first day of Training Course) deadline for registration has been set. If there is a need for registration after this time you must contact the TC director to see if space is available.
- Notification of acceptance to the training course will be made at least three weeks prior to the start of the course.
- Space will be allocated on a first-come, first-served basis.

Discounts

- **Group and Student Reduced Rate**
  Please contact the Course Director for information on group and student discounts (contact information at the end of this document).
- **Stacking of Discounts**
  Stacking of discounts (Reduced Rate + other discount) is not possible.

Other Policies

- No recording or videotaping may be conducted by participants.
- Argonne reserves the right to substitute speaker(s).
- This training course can also be conducted at locations other than the Argonne site. Please contact the Course Director for details on this option (contact information at the end of this document).
- Tour access to facilities/sites to be toured even as a part of this TC by the TC participants is solely at the discretion of the operating organization at which the tour is being offered. We cannot and do not guarantee access to any site/facility for this tour - that access authorization is based solely upon the site or facility access authority and their requirements and conditions for access. We apologize in advance if this causes anyone difficulties.
- Cancellation Policies: see next.

Cancellation Policy

Attendee Cancelling Course Enrollment

- If an attendee has registered for a course and can no longer be present, he/she can nominate another person to attend. All requests must be received in a written format and can be emailed to TC Director (see contact coordinates below) the week before the TC starts. We require that the request include the new attendee's name, email address and telephone number.
- If an attendee cannot attend the first day of class but will arrive later, he/she must notify D&D; he/she will be considered a No-Show without prior notification. Notifications can be emailed to to TC Director (see contact coordinates below) the week before the TC starts.
- No-shows are non-refundable, but can be rescheduled.

Argonne Cancelling Course

We reserve the right to cancel a session if we have an insufficient number of participants/attendees or for any other reason we feel is justified. **Please keep this cancellation policy in mind if you are considering non-refundable airline tickets.** We will not be responsible for travel, lodging, or any other expenses you may incur for such situations.
On the rare occasion that we must cancel a session:

- We will post an update to the website as soon as possible to reflect the training course cancellation.
- Those already registered will be sent an email notifying them of the cancellation and a request for a 'confirmation of receipt' of that emailed Course Cancellation Notice be sent to us. In other words: if an attendee receives the Course Cancellation Notice email s/he must confirm receipt of that email.
- All attendees are required to provide -at the time of registration- a secondary point of contact at their organization for Argonne to contact and notify of the cancellation as well in case the first notification cannot reach the registered attendee.
- Questions are to be addressed to the TC Registrar and the TC Director (see contact coordinates below).

Contacts

Training Course Director:

Larry Boing
TC Director
Argonne National Laboratory
Building 208
9700 South Cass Ave
Argonne, IL 60439
Phone: +1 (630) 252-6729
Fax: +1 (630) 252-7577
email: lboing@anl.gov

Training Course Registrar:

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Phone: +1 (630) 252-5586
Fax: +1 (630) 252-5533
email: ddtraining@ne.anl.gov

Related Resorces

- **Policies & Practices**
  http://www.dd.anl.gov/ddtraining/terms.html
- **Cancellation Policies**
  http://www.dd.anl.gov/ddtraining/cancellation.html
- **Frequently Asked Questions**
  http://www.dd.anl.gov/ddtraining/faq.html