



**HR Manager Webinar Series, Part IV**

**Employee Handbooks Do's and Don'ts**

**Thursday, May 18, 2017**

**11 a.m. to Noon**

**Please note:** We must receive your payment by **May 18** for you to be registered for this event

Mr.  Ms./Mrs. Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Additional Staff Name(s) Attending:**

**Companies are invited to include up to 10 attendees with one registration fee. Please include each attendee's name and email address at the time of registration:**

Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____
Name _____	Title _____	Email _____

**Rates**

**Total**

\_\_\_\_\_ \$25.00 per PA Chamber member companies \_\_\_\_\_ \$40.00 per non-member companies

**\$** \_\_\_\_\_

Employees of federal, state and local government agencies may attend at the member rate. Please register by mail or call 877.866.8965.

**Type of Payment (Payment must accompany registration)**

**Cancellation Policy**

\_\_\_\_\_ **Check enclosed made payable to:** PA Chamber of Business and Industry  
**Mail to:** PA Chamber of Business and Industry • 417 Walnut St. • Harrisburg, PA 17101

To cancel your registration, please notify the PA Chamber at least two business days before the start of the webinar and we will provide a full refund. No refund is available for cancellations received within two business days of the webinar. Substitutions are always welcome..

\_\_\_\_\_ **Credit Card (circle one)**    

Credit Card Number \_\_\_\_\_ Exp \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Signature \_\_\_\_\_

Billing Information (if different from above): Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

**To Register**  
[pachamber.org/conf](http://pachamber.org/conf) | toll-free Conference Hotline **877.866.8965** | mail | secure fax **717.238.3316**