



# HR Roundtable Best Practices for Managing Payroll; Avoiding Common Wage and Hour Mistakes

8 a.m. to Noon | Wednesday, Sept. 25, 2019 | Sheraton Harrisburg-Hershey, Harrisburg, PA

## Registration Form

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

Title \_\_\_\_\_

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

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

\_\_\_\_\_

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

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

Email \_\_\_\_\_

Additional Staff Name(s) and Title(s) Attending:

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_

Please describe any special requirements you may have, for example: vision, hearing, mobility or dietary needs: \_\_\_\_\_

## Rates

PA Chamber Member \_\_\_\_\_ \$100 (per person)

Non-Member \_\_\_\_\_ \$150 (per person)

\_\_\_\_\_ I am an employee of a governmental agency. (Please select the PA Chamber member rate and register by mail or call 877.866.8965.)

## Total

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

## Type of Payment (Payment must accompany registration)

\_\_\_\_\_ **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

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

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

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

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

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

## REGISTER

### ONLINE

[pachamber.org/events](http://pachamber.org/events)

### CONFERENCE HOTLINE

877.866.8965

### MAIL

417 Walnut St.  
Harrisburg, PA 17101

### SECURE FAX

717.238.3316

## Cancellation Policy

To cancel your registration, please notify the PA Chamber at least 3 business days before the start of the program and we will provide a full refund. No refund is available if you do not notify us of a cancellation at least 3 days before a program. Substitutions are always welcome.

If you have doubts as to whether the program you are scheduled to attend will be held, please check [pachamber.org](http://pachamber.org) or call toll-free 877.866.8965.

## Privacy Policy

Please visit [pachamber.org](http://pachamber.org).

## Event Address, Directions and Hotel Reservation Information

Please visit [pachamber.org](http://pachamber.org), select this event, and then the "Event Venue" tab to get full details on directions and making an overnight room reservation.