

# 2019 SIOR Winter Designation Course Registration Form

**Winter Course – Washington, DC  
November 11-13, 2019  
\*Early Bird Deadline – October 4, 2019**

## Contact Information

Full Name:	Phone:
Designations (i.e. CCIM):	Email:
Company:	Nickname for Badge:
Company Address:	Specialty (i.e. Industrial, Office, Both):
City, State, Zip:	Years in Commercial Real Estate:

## Registration Fees

	Early Bird*/Mem. Assoc	Regular/Mem. Assoc
All Topics	\$1650 / \$1500	\$1750 / \$1600
Mandatory Topics	\$990 / \$900	\$1090 / \$1000
Mandatory + 1 Elective Select From List Below	\$1320 / \$1200	\$1420 / \$1300

Course Materials	Electronic	Hard Copy	Both
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**Member Associate pricing is for SIOR Member Associates only.**

### Select a la carte (\$330 Early Bird / \$350 Regular per topic):

- Ethics & Professional Standards (Mandatory)
- Construction (Mandatory)
- Lease Agreement (Mandatory)
- Negotiation Skills (Elective)
- Consolidating a Business Strategy (Elective)

Total: \_\_\_\_\_

*SIOR Membership Associates receive a discount on a la carte registration.  
A la carte rates for membership associates are \$300 Early Bird / \$320  
Regular per topic.*

## Payment Method

Total Amount Due: US\$ \_\_\_\_\_

Check payable to SIOR     
  MC     
  Visa     
  Amex

Card Number: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

### Alternative ways to earn elective course credit:

- CCIM Designation – 3 elective courses; fulfills elective requirement
- CCIM 101 – 104 – 1 elective course each, for a maximum of 2 elective courses
- CPM Designation – 2 elective courses
- RPA Designation – 2 elective courses
- FRI Designation – 2 elective courses
- Graduate Degree in Real Estate, Business or Law from an accredited college or university– 2 elective courses

## 2019 Winter Course Schedule

### Monday, November 11

7:15am - 8:00am – Registration  
 8:00am - 12:00pm – Negotiation Skills (elective)  
 1:00pm – 5:00pm – Consolidating a Business Strategy (elective)  
 5:00pm – Elective Topics Exam

### Tuesday, November 12

7:30am - 8:00am – Registration  
 8:00am - 12:00pm - Ethics & Professional Standards (mandatory)  
 1:00pm - 6:00pm – Construction (mandatory)  
 6:00pm - Class Reception

### Wednesday, November 13

7:30am - 8:00am – Registration  
 8:00am - 3:00pm - Lease Agreement (mandatory)  
 3:00pm – Mandatory Topics Exam

*If you need to complete a third elective, we will offer Introduction to Real Estate Investment & Finance online. Registration and additional information is available at [www.sior.com/education](http://www.sior.com/education).*

## Cancellation Policies

### Course Registration Cancellation Policy

All course refund requests must be submitted in writing via fax at 202.517.9151 or email to [education@sior.com](mailto:education@sior.com). Refunds will not be granted for "No Shows." See key refund deadlines listed below.

### Key Refund Deadlines:

- In Full: Through October 4, 2019 (less a \$100 fee)*
- 50% refundable: Oct. 4 – Oct. 21, 2019 (less a \$100 fee)*
- No refunds: After October 21, 2019 or for "No Shows."*

### Transferring Registrations

If a course registrant cancels his or her registration and transfers that registration to another designation course offered in the same calendar year, the registrant will be charged a \$100 administrative fee. A course registration can only be transferred one time and any future cancellations will be subject to the standard refund deadlines outlined above.

**Questions? Contact Education at 202.449.8218 or [education@sior.com](mailto:education@sior.com).**

**Please email your completed form to [education@sior.com](mailto:education@sior.com).**