

## REGISTRATION FORM

### Using MS Office and Excel for Law Enforcement Jan 24-25, 2023

**Mail to:** Registrar  
Institute for Law Enforcement Administration  
5201 Democracy Drive  
Plano, Texas 75024-3561

Registrar: 972.244.3404  
ILEA Phone: 972.244.3430  
Fax: 972.244.3431  
Email: [ilea@cailaw.org](mailto:ilea@cailaw.org)

**Tuition:** ☐ \$375 ILEA member ☐ \$425 Non-member  
This includes all instruction and handouts. Lodging and meals are excluded.

Name/Rank \_\_\_\_\_

Agency/Firm \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

#### Payment Information

- ☐ Check enclosed payable to: The Center for American and International Law
- ☐ Check # \_\_\_\_\_ Check Amt \_\_\_\_\_
- ☐ Purchase Order attached: # \_\_\_\_\_
- ☐ Invoice my agency: Attention \_\_\_\_\_

Note: To pay with credit card, please register at [theilea.org](http://theilea.org).

**Registration Roster:** Your name and contact information will be included on the Registration Roster unless you indicate otherwise below:

- ☐ You may include my name and company on the Registration Roster but do not include my contact information
- ☐ Do not include my name or my contact information on the Registration Roster.

To assist CAIL in its commitment to inclusivity, diversity and non-discrimination, we invite you to provide the following optional information:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Hispanic/Latino                  | <input type="checkbox"/> White                         | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Native Hawaiian/Other Pac Island | <input type="checkbox"/> American Indian/Alaska Native | <input type="checkbox"/> Two or More Races      |
| <input type="checkbox"/> Decline to Specify               |  |   |

**Privacy Policy:** We do not sell or rent information to any outside parties. By providing your information, you will receive postal and electronic communications from the Institute for Law Enforcement Administration (ILEA) of The Center for American and International Law (CAIL) in accordance with CAIL's Privacy Policy. At any point, you can opt-out or unsubscribe by selecting either link at the bottom of each email or call us at 972.244.3400.

**Cancellation:** Tuition, less a \$50 handling charge for each registration, will be refunded upon WRITTEN CANCELLATION received not later than five (5) working days prior to the program (e-mail cancellation notice to [lgaspar@cailaw.org](mailto:lgaspar@cailaw.org). No refunds after this date, although substitutions of attendees for this program are permitted.

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