

## REGISTRATION FORM

### Using MS Office, PowerPoint and Excel for Law Enforcement

January 25-26, 2024 • Plano, Texas

Registration includes all instruction and handouts. Lodging and meals are excluded.

#### Check applicable box:

ILEA Member	\$400
Non-Member	\$450

#### REGISTRATION ROSTER

Your name & contact information will be included on the Registration Roster, unless you indicate otherwise below.

Include only my name & employer/company's name on the roster.

Do not include my name & contact information on the roster.

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

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

Address \_\_\_\_\_

City, State \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

#### RACE / ETHNICITY

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

Hispanic/Latino	White	Black/African American
Native Hawaiian/Other Pac Island	American Indian/AlaskaNative	
Asian	Two or More Races	Decline to Specify

#### PAYMENT INFORMATION

Check enclosed payable to: The Center for American and International Law

Purchase Order attached# \_\_\_\_\_

Invoice my agency: Attention: \_\_\_\_\_

Credit Card: All credit card payments should be made online through the event page or through [www.cailaw.org/payment](http://www.cailaw.org/payment).

## GENERAL INFORMATION

**CANCELLATION POLICY:** 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. Email [lgaspar@cailaw.org](mailto:lgaspar@cailaw.org). After this date, no refunds, but substitution of attendees for this program will be permitted. Registrants not entitled to a refund will receive the course materials online.

**NONDISCRIMINATION POLICY:** The Center for American and International Law does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status in educational activities, scholarship programs or admissions.

**PRIVACY POLICY:** We do not sell or rent information to any outside parties. By providing your information, you will receive postal and electronic communications. 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.

**ELIGIBILITY POLICY:** The Institute for Law Enforcement Administration provides professional education and technical support to the law enforcement community. A registrant in an ILEA program must be a sworn officer; a civilian employee of a law enforcement department; or an employee of a municipal, county or state agency. Anyone interested in attending an ILEA program who does not meet the above standard requirements will need to request advance approval. Such requests will be considered on a case-by-case basis.

**PHOTO/AUDIO/VIDEO RELEASE:** Registration for or attendance at this event acknowledges consent to be recorded or photographed. We reserve the right to use any photograph/video taken at our events, without the expressed written permission of those included within the photograph/video. We may use the photograph/video in publications or other media material produced, used or contracted including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, annual reports, newsletters, etc. To ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject.

## WAYS TO REGISTER

#### ONLINE

credit card only

[www.cailaw.org](http://www.cailaw.org)

#### MAIL

check only

The Center for American  
and International Law  
5201 Democracy Dr.  
Plano, Texas 75024

#### EMAIL

Lisa Gaspar: [lgaspar@cailaw.org](mailto:lgaspar@cailaw.org)

ILEA: [ilea@cailaw.org](mailto:ilea@cailaw.org)

#### PHONE

credit card only

1.972.244.3404

ILEA: 1.972.244.3430

8:30am-5:00pm Central