

REGISTRATION FORM

Using MS Office, PowerPoint and Excel for Law Enforcement

January 23-24, 2025 • 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.

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. 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.

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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

MAIL
check only
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8:30am-5:00pm Central