

**2025**  
  
**LEADERSHIP SUMMIT**  
 FEBRUARY 23-25 ★ WASHINGTON, DC

**Step 1: Conference Registration**

<b>Name:</b> _____	<b>Title:</b> _____
<b>Name:</b> _____	<b>Title:</b> _____
<b>Name:</b> _____	<b>Title:</b> _____
<b>Name:</b> _____	<b>Title:</b> _____

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Membership Status:**  IEDC Member  Non-member

**Email:** \_\_\_\_\_

	<u>Price</u>	<u># of Attendees</u>	<u>Total Price</u>
IEDC Member	\$875	X _____	_____
Non-Member	\$1,125	X _____	= _____
Conference and Membership Combo**	\$1,150	X _____	= _____
Honorary Lifetime Members* / Members in Transition	\$350	X _____	= _____
Federal Employee	\$555	X _____	= _____
Speaker – Member	\$700	X _____	= _____
Speaker – Non-member	\$900	X _____	= _____

\*Honorary Life Members can register for conferences at a reduced rate upon retirement.

\*\*Restrictions Apply

- Rate includes IEDC Membership through 12/31/25
- This offer is applicable to first time IEDC members
- This offer is not applicable to those affiliated with an existing organizational membership
- The approved rate is nonrefundable

\*\*\*Federal Employee Registration: Please send the completed registration from to Cherrika Gordon at [cgordon@iedc.org](mailto:cgordon@iedc.org).

Discounts cannot be combined.

**Step 2: Special Event Registration**

**Networking Events**

Economic Developers Ethics Course <i>Monday, February 24, 9:45- 11:45 AM ET</i>	\$0	X _____	_____
CEcD Breakfast <i>Tuesday, February 25, 7:00- 8:00 AM ET</i>	\$0	X _____	_____

### Step 3: Payment Information

Please select one:

Check      Check Number: \_\_\_\_\_

Purchase Order      PO Number: \_\_\_\_\_

**Send form and payment to: IEDC, 1275 K St NW Suite 300, Washington, DC 20005.  
Fax form and copy of purchase order to: (202) 223-4745.**

### REGISTRATION

- Registrations will only be accepted and processed when payment, or an approved government purchase order, is included.
- Registrations, or changes to registrations, will not be accepted over the phone as this does not provide an accurate record of the request.
- To be included in the Attendees List, physical registrations must be received no later than Friday, February 7, 2025.
- Online registration closes on Friday, February 7, 2025, 11:59 PM ET. On-site registration will be available.

### PAYMENT POLICY - Please read carefully!

- All payments sent to the IEDC office must be received by Friday, February 7, 2025, or registrants will be required to resolve unpaid balances onsite (excluding those with government purchase orders).
- Conference attendees with a balance due will be required to remit payment before being admitted to the conference, with the exception of those attendees paying by government purchase order.

If a copy of your purchase order was not forwarded to IEDC, please present it at the onsite registration desk.

### CANCELLATION, REFUND and NO-SHOW POLICY

- Substitutions cannot be made after Friday, February 7, 2025.
- **There will be no refunds or credits for cancellations after Friday, February 14, 2025.**
- All cancellation requests must be in writing and can be emailed or sent to IEDC.
- All registered attendees canceling their registration will be charged a \$130 processing fee, regardless of when the written cancellation notice was received.
- Cancellation requests received by IEDC prior to the close of business on Friday, February 14, 2025, will have their registration fees refunded or credited to a future IEDC event, less the \$130 processing fee.
- A registrant who does not submit a written cancellation, or attend the conference, is considered a "No Show". No-Shows are not eligible for refunds or credits, and are still liable for outstanding balances.

**Questions regarding these policies should be directed to the Accounts Receivable Manager, Cherricka Gordon: [cgordon@iedconline.org](mailto:cgordon@iedconline.org).**

## **ACKNOWLEDGEMENT**

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