



# Seminar Registration

Seminar Title: \_\_\_\_\_ Fee: \_\_\_\_\_

Seminar Date: \_\_\_\_\_ Time: \_\_\_\_\_

Participant(s): (1) \_\_\_\_\_ (3) \_\_\_\_\_

(2) \_\_\_\_\_ (4) \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Registrants canceling less than five working days prior to the start of the seminar will be billed for the entire seminar fee.**  
 Cancellations must be made in writing. "No shows" will be billed the full seminar fee. Substitutions may be made at any time.

### Select Payment Option

\_\_\_\_\_ Enclosed is **Check** # \_\_\_\_\_ made payable to **RIEF** (Rochester Industries Education Fund Inc.)

\_\_\_\_\_ **Credit Card** # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CID # \_\_\_\_\_

**Circle One:**      Visa                      Master Card                      3-digit number on back of card

Name as it appears on card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

(if different than above) \_\_\_\_\_

\_\_\_\_\_ Send **Invoice** referencing Purchase Order # \_\_\_\_\_

**All registrations will be confirmed by fax or e-mail.**

### Send/Fax completed registration to:

**Fax:** (585) 244-4864 Phone: (585) 256-4614  
**Mail:** RBA Training & Development  
 150 State Street, Suite 400  
 Rochester, NY 14614

Invoice code \_\_\_\_\_

Process credit card

Amount \$ \_\_\_\_\_

Register on-line at [www.RochesterBusinessAlliance.com](http://www.RochesterBusinessAlliance.com) or email [Michele.Hefferon@RBAAlliance.com](mailto:Michele.Hefferon@RBAAlliance.com).  
 Seminars are held at the Rochester Business Alliance, 150 State Street, Rochester, NY.  
 For directions, go to [www.RochesterBusinessAlliance.com](http://www.RochesterBusinessAlliance.com) or call (585) 244-1800.

## Registration Information

There are 3 easy ways to register for RBA seminars. Register Early!

### 1. FAX

Copy and complete the *RBA Registration Form* in this catalog, and fax to (585) 244-4864. Confirmation of registration will be faxed or e-mailed to you.

### 2. MAIL

Copy and complete the *RBA Registration Form* in this catalog, complete and mail to RBA Training, 150 State St., Suite 400, Rochester, N.Y. 14614. Confirmation of registration will be faxed or e-mailed to you.

### 3. ON-LINE

Register on-line through the RBA website [www.RochesterBusinessAlliance.com](http://www.RochesterBusinessAlliance.com) or contact [michele.hefferon@rballiance.com](mailto:michele.hefferon@rballiance.com). Confirmation of registration will be e-mailed to you.

## Cancellation Policy

Register early! Seminars are cancelled if minimum enrollment is not reached one week prior to the start date. Registrants canceling less than five working days prior to the start of the seminar will be billed for the entire cost of the program. Cancellations must be made in writing. "No shows" will be billed the full seminar fee. Substitutions may be made at any time.

## Directions to the Rochester Business Alliance

Training seminars are held at the RBA at 150 State St., Rochester. Look for a dark building on white pillars at the corners of State and Andrews Streets. Free parking is available – approach the gate at the entrance to the parking lot and it will open. Phone (585) 244-1800.

### From the east

Take 490 heading west. Exit at Clinton Avenue. Take Clinton north to Andrews Street. Turn left (west). Follow Andrews Street almost to the end. The parking lot entrance to 150 State Street will be on your right.

### From the west

Take 490 heading east. Exit at Plymouth Avenue. Turn right onto Plymouth Avenue. Take the immediate left onto Church Street. Church Street ends at State Street. Turn left onto State Street. Turn right onto Andrews Street. The parking lot entrance is on your left.

Computer training programs are held at Accent Training facility, Gateway Plaza, 2352 Lyell Avenue, Rochester. Phone (585) 247-6310.

### From the east

Take 490 heading west. Merge onto 390 North. Immediately exit at Lyell Ave. Turn left onto Lyell Ave. Gateway Plaza is on your right (Wegmans will be on your left).

### From the west

Take 490 heading east. Take the Gates Center exit. Merge onto Buffalo Road. Turn left onto Howard Road. Turn right onto Lyell Avenue. Gateway Plaza is on your left (Wegmans will be on your right).

Register on-line at [www.RochesterBusinessAlliance.com](http://www.RochesterBusinessAlliance.com) or email [Michele.Hefferon@RBAAlliance.com](mailto:Michele.Hefferon@RBAAlliance.com).  
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