

PLA Space Planning: Reinventing Your Library Space Registration Form

Mail or fax this form with payment to the address in the box.

All required fields must be completed on this form to reserve space in the course.

Required Fields are indicated with an asterisk*

***Workshop and Registration Fee:** Place a check mark in the appropriate box. For group registration, please attach names, titles, etc. of each attendee.

November 8, 2019 – Palo Alto, CA (register by October 25, 2019)

- \$150 – PLA Personal Member
 \$185 – Other
 \$285 – Group (up to 3 attendees)

November 22, 2019 – Portland, OR (register by November 8, 2019)

- \$150 – PLA Personal Member
 \$185 – Other
 \$285 – Group (up to 3 attendees)

December 12, 2019 – Jacksonville, FL (register by November 27, 2019)

- \$150 – PLA Personal Member
 \$185 – Other
 \$285 – Group (up to 3 attendees)

ALA Member Number (if available): _____

*First Name: _____

*Last Name: _____

Title: _____

*Organization Name: _____

*Org. Mailing Address: _____

Preferred Mailing Address, if other than organizational address: _____

*Daytime Phone: _____

_____ Work Home

*Email: _____

***Payment Method:** Place a check mark in the appropriate box. Payment or Purchase Order must accompany registration.

Check Enclosed (payable to American Library Association) Purchase Order # (include copy with this form): _____

For credit card orders, please complete the following (all required): VISA Master Card American Express

Card Number: _____ Expiration: _____/_____/_____

Name on Card (print please): _____

Signature: _____ Date: _____



Mail or Fax to:

ATTN: MACS

Space Planning: Reinventing Your
Library Space Registration

50 E. Huron St

Chicago, IL 60611

Fax: 312-280-1538

Email: registration@ala.org

Note: Registrations are accepted only with valid check, credit card, or purchase order information. Faxed or mailed registration forms received after the posted deadline will not be processed.

Cancellations must be submitted in writing by Oct. 19, 2019 for Palo Alto, CA; Nov. 1, 2019 for Portland, OR; Nov. 21, 2019 for Jacksonville, FL. No phone cancellations will be accepted. A \$50 processing fee will be deducted from the registration refund for all cancellations. Refunds will be processed after the event.

Please mail, email, or fax registration cancellations to the contact above.

PLA reserves the right to cancel a course or workshop for insufficient registration or other reasons.

