

2019 DoD T2 Training Workshop

Registration & Payment Instructions

Workshop Dates: Monday, 8 July 2019 (First-Timers' Orientation)
Tuesday-Thursday, 9-11 July 2019 (General Sessions)

Tuition Fee: \$690.00 per attendee (includes 3 breakfasts and 3 lunches)

Registration Deadline: 20 June 2019 • **Payment/Cancellation Deadline:** 27 June 2019

**THE EVENT REFUND/CANCELLATION POLICY APPLIES TO ALL PAYMENT METHODS.
GO TO PAGE 5 TO REVIEW THE POLICY.**

1. The 2019 DoD T2 Training Workshop Eventbrite registration url is: <https://www.eventbrite.com/e/2019-dod-t2-training-workshop-tickets-57095483127>
2. After reaching the website, you will need to click Enter Promotional Code located on the right hand side of the webpage underneath the text "Ticket Information" and "Use promotional code to access tickets".

2019 DoD T2 TRAINING WORKSHOP
Pittsburgh, PA

Ticket Information

Use promotional code to access tickets.

Enter promotional code

Click here

3. When the blank box appears to enter your unique promotional code, please type in the email address where you received your DoD T2 Training Workshop invitation. You have three tries to enter your promotional code/email address before your account is locked out.

Note that the email address entered is unique to you and cannot be shared or changed in any way.

Locked out? Need help registering? contact loretta.corker@atsicorp.com

4. After typing in your email address, click the Apply button.

2019 DoD T2 TRAINING WORKSHOP
Pittsburgh, PA

Ticket Information

Use promotional code to access tickets.

Type your email address

If you have a promotional code, enter it here:

Apply

Then, click Apply

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5. In order to register through Eventbrite, you are required to purchase a “ticket”. You have the option to choose from two ticket types, RSVP and Tuition Fee. Selecting either one of the tickets will register you for the workshop.

Choose **RSVP Ticket** (a free preliminary registration ticket) to provide your contact information and answer a few brief questions regarding what you would like to hear at the workshop. No payment information will be provided by selecting this ticket.

Choose **Tuition Fee Ticket** to pay online with a credit card.





NOTE: While the RSVP ticket type does register you for the workshop, we do not consider your registration final until you provide a payment method by the payment deadline of **27 June 2019**.

2019 DoD T2 TRAINING WORKSHOP

Pittsburgh, PA

Ticket Information			
TICKET TYPE	PRICE	FEE	QUANTITY
RSVP Pre-registration (free) ticket. DO NOT USE TO PAY.	Free	\$0.00	0 <input type="text"/>
Tuition Fee Register and pay the tuition fee by credit card.	\$690.00	\$0.00	0 <input type="text"/>

If you have a promotional code, enter it here:

NEED TO REGISTER/PAY WITH AN SF FORM 182?: Use the RSVP ticket to pre-register, then send a copy of the SF Form 182 to Regina Coeby (regina.coeby@atsicorp.com). If an invoice is required by your Command, contact Regina. Payment instructions will be provided with the invoice.

NEED TO REGISTER/PAY WITH A CHECK?: Use the RSVP ticket to pre-register, then send the tuition fee check to the address listed below:

ATSI Corporation
49 Bethany Way
Fredericksburg, VA 22406

2019 DoD T2 Training Workshop

RSVP TICKET CHOICE: Choose this ticket to register without selecting a payment method. After clicking Register, you will be brought to the order form. After filling in the order form, press Complete Registration. You will receive a confirmation of your registration with an order number on your screen. A confirmation email will also be sent to you that contains this same information.

2019 DoD T2 TRAINING WORKSHOP
Pittsburgh, PA

Ticket Information

TICKET TYPE	PRICE	FEE	QUANTITY
RSVP <small>Pre-registration (free) ticket. DO NOT USE TO PAY.</small>	Free	\$0.00	1
Tuition Fee <small>Register and pay the tuition fee by credit card.</small>	\$690.00	\$0.00	0

If you have a promotional code, enter it here:

[Click here after selecting the Quantity](#)

Registration for 2019 DoD T2 Training Workshop: July 8-11, 2019

29:04 Please complete registration within 30:00 minutes. After 30:00 minutes, the reservation we're holding will be released to others.

If you selected an RSVP ticket, you must pay the tuition fee by 20 June 2019.

To pay the tuition fee on-line by credit card, return to Eventbrite and enter your promotional code. Then, select a Tuition Fee ticket.

Your Information * Required Field

Have you used Eventbrite before? [Sign In To Your Account](#)

First Name: *

Last Name: *

Email Address: *

Confirm Email Address: *

Ticket 1 - RSVP (loretta.corker@atsicorp.com)

Prefix (Mr., Mrs., etc.): *

First Name: *

Last Name: *

Suffix:

Email Address: *

Work Information

Job Title: *

Company / Organization: *

Work Phone: *

Other Information

Are you the person attending the workshop? *

I accept the [terms of service](#) and have read the [privacy policy](#). I agree that Eventbrite may share my information with the event organizer.

[Click here to complete RSVP registration](#)

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TUITION FEE TICKET CHOICE: Choose this ticket to register and pay online with a credit card. After clicking Order Now at the bottom of the screen, you will be brought to the order form.

2019 DoD T2 TRAINING WORKSHOP
Pittsburgh, PA

Ticket Type	Price	Fee	Quantity
RSVP Pre-registration (free) ticket. DO NOT USE TO PAY.	Free	\$0.00	0
Tuition Fee Register and pay the tuition fee by credit card.	\$690.00	\$0.00	1

If you have a promotional code, enter it here:

Click here after selecting the Quantity

After filling in the order form, press PAY NOW. By pressing the PAY NOW button, your credit card will be charged instantly. You will receive a confirmation of your registration with an order number on your screen. A confirmation email will also be sent to you containing this same information.

Registration for 2019 DoD T2 Training Workshop: July 8-11, 2019

28:12 Please complete registration within 30:00 minutes. After 30:00 minutes, the reservation we're holding will be released to others.

If you selected an RSVP ticket, you must pay the tuition fee by 30 June 2019.

To pay the tuition fee on-line by credit card, return to Eventbrite and enter your promotional code. Then, select a Tuition Fee ticket.

Ticket Buyer * Required Field

Have you used Eventbrite before? [Sign In To Your Account](#)

First Name:
Last Name:
Email Address:
Confirm Email Address:

Payment (Your card info is not stored on Eventbrite's servers)

Card:
Card Number:
Expiration Date: CBS

Billing Information

Country:
Address:
Address 2:
City:
State:
Zip Code:

Ticket 1 - Tuition Fee (loretta.corker@atsicorp.com)

Prefix (Mr., Mrs., etc.):
First Name:
Last Name:
Suffix:
Email Address:

Work Information

Job Title:
Company / Organization:
Work Phone:

Other Information

Are you the person attending the workshop?

I accept the terms of service and have read the privacy policy. I agree that Eventbrite may share my information with the event organizer.

Enter Payee information in this section

Enter Attendee information in this section

Click here to complete online credit card payment

2019 DoD T2 Training Workshop

EVENT REFUND/CANCELLATION POLICY

Event Cancellation by Sponsor:

- Should circumstances arise that result in the cancellation of the 2019 DoD T2 Training Workshop, registrants will be offered a full refund.

Registration Cancellation by Participant:

- Registered attendees must notify us by **27 JUNE 2019, 5:00 pm EDT**, if they will not be attending the 2019 DoD T2 Training Workshop. This applies to all forms of payment including credit card, check, and SF Form 182.
- As specifically stated on the registration materials, the deadline to receive a full refund for your tuition fee is **27 JUNE 2019, 5:00 pm EDT**.
- Registration cancellations received prior to the deadline will receive a full refund.
- Cancellations received after the stated deadline will not be eligible for a refund.
- Refunds will not be available for registrants who do not notify us prior to the deadline and choose not to attend.
- Cancellations will be accepted via mail, phone or email, and must be received by the stated cancellation deadline.
- All refund requests must be made by the attendee or credit card holder.
- Refund requests must include the name of the attendee and/or transaction number.
- Refunds will be credited back to the original credit card used for payment.

Contact Information for Refunds:

ATSI Corporation
ATTN: Regina Coeby
139 Gaither Drive, Suite H
Mt. Laurel, NJ 08054
regina.coeby@atsicorp.com
856-372-2310
