



School of Allied Health and Life Sciences
WORKSHOP/SHORT COURSE REGISTRATION FORM

Healthcare IT workshops for Health Care & Business Professionals

Workshops held at: Payne Building, Medical Mall, Sacred Heart Hospital --5149 N. 9th Avenue, Suite 255, Pensacola, FL 32504

Please enter Workshop(s) you are registering for

Table with 2 columns: Workshop, Date & Time of Workshop. Rows include Word 2003, PowerPoint 2003, Excel 2003, Access 2003, Outlook 2003, and Other (list):

Registration Fee: \$75 each

Title: Name:

Organization/Affiliation: Profession:

Address:

Daytime Phone: Fax:

E-mail: (for confirmation)

How did you learn of this course?

Help us design this workshop and future workshops to address your needs - please answer all of the following questions:

What version of Office are you currently using? [ ] 2003 [ ] 2007 [ ] Not sure

If you aren't using 2007, will you be moving to 2007 anytime within: [ ] 3-6 months [ ] 6-12 months [ ] Not sure

What is your experience with Word: What do you typically do? What would you like to know how to do?

What is your experience with PowerPoint: What do you typically do? What would you like to know how to do?

What is your experience with Excel: What do you typically do? What would you like to know how to do?

What is your experience with Access: What do you typically do? What would you like to know how to do?



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REGISTRATION FEE: \$85 each

Fee includes course agendas and materials, as well as light refreshments. Space is limited so please act quickly to assure your place. Questions regarding attendance should be addressed to Dr. Melanie A. Sutton at (850) 474-2650, or msutton@uwf.edu.

PAYMENT METHODS:

[ ] MULTI-COURSE DISCOUNT: For individuals registering for more than one workshop on the same registration form, there is a multi-course discount of \$5 per workshop. Check the workshops above and the box to the left to indicate application of this discount. Discount does not apply to substitutions on the day of the workshop.

TOTAL AMOUNT DUE: \$ \_\_\_\_\_ for \_\_\_\_\_ attendee(s) for \_\_\_\_\_ workshop(s)
Amount due Number of attendees Number of workshops

- [ ] BY CASH: Please bring with you on the day of the event, as we cannot accept this method by postal mail.
[ ] BY CHECK: Payable to the University of West Florida. [ ] Mail to the address below. [ ] Bring with you on the day of the event.
[ ] BY INVOICE: We would be happy to invoice you for a payment by check following the event.

BY CREDIT CARD: Sorry, payments by credit card cannot be accepted at this time.

Mail or FAX [(850) 474-2749] this form to:
Kristen Gunn, SAHLS Workshops
Department of Biology, Bldg 58, University of West Florida
11000 University Parkway
Pensacola, Florida 32514

QUESTIONS?

You will receive confirmation of your registration and payment via email or postal mail. If you have any questions regarding your payment or receipts, please contact: Kristen Gunn at kgunn@uwf.edu or (850) 474-2772.

INTERNAL USE ONLY: UWF Account: 4003-033-031 - Banner Index: 130736 - Object Code: 004001

WITHDRAWAL/CANCELLATION POLICY: If you are unable to attend the event, we recommend that you send a substitution in your place. Please email your cancellation/substitution to Stephanie Reedy at sreedy@uwf.edu. Withdrawals made 2 weeks prior to the event date will be permitted and refunded less a 25% processing fee. Withdrawals within 2 weeks of the event date will be subject to a 75% processing fee. Sorry, no refunds for no shows or cancellations within 48 hours of the event. In the event of a cancelled workshop, UWF's liability is limited to the event registration fee only. UWF will not be responsible for any losses incurred by registrants including, but not limited to, airline cancellation charges or hotel deposits. Workshops require a minimum attendance to be held. In the event of a rescheduled workshop due to low enrollment, attendees will be notified and given the option of a full refund or registration in the next available scheduling of the workshop.