

Memorandum

To: Educational Seminar Attendees
From: Jim Keller
Date: February 25, 2008
Re: Seminar Registrations

The Indiana MH Installer Licensing Board requires IMHA to maintain accurate and complete records of all installers who attend educational seminars. Those records must include the seminar title, date and location for each installer who attends.

When a seminar is scheduled the number of workbooks, seating capacity, refreshments and certificates are generated for the specific registrants. Late changes to this information potentially reduces the accuracy of our record keeping and adds unnecessary administrative costs to the seminar.

Therefore, the following rules are being placed into effect immediately for all future IMHA seminars:

1. Registrations are required to be made no less than three business days in advance.
2. Registrations are required to be paid for in advance.
3. Walk-in attendees will not be admitted to any seminar.
4. People late for the beginning of a seminar will not be admitted.
5. People registered for a specific seminar that do not attend that specific seminar (date, time, location and subject) are not going to be admitted to future seminars unless fully registered for those future seminars.
6. A \$50 Records Fee will be charged for anyone registering for a seminar and wishing to apply previously paid fees from an unattended seminar.