



# Center for Equity Leadership Event Registration Form

**All fields are required.** Write "none" if the field does not apply.  
Incomplete or illegible forms will be returned to sender.

## REGISTRATION PAYMENT INSTRUCTIONS

Our events have a fixed capacity to ensure a deep and impactful experience for participants. They often sell out well in advance. The quickest and easiest way to pay your registration fee and secure your spot is placing an order online by credit card on Eventbrite. When you pay and register on Eventbrite your registration is guaranteed. Visit [nationalequityproject.org/courses](http://nationalequityproject.org/courses) to register and pay online.

**To register and pay by check or purchase order:** complete this form and send it along with check for the total registration amount made payable to National Equity Project, 1720 Broadway, 4th Floor, Oakland, CA 94612.

**If you need an invoice generated in order to process payment:** complete this form and email a copy to [events@nationalequityproject.org](mailto:events@nationalequityproject.org) requesting an invoice.

**Please note:** your registration is not complete and your spot is not secured until NEP receives full payment or a copy of a purchase order. Once NEP receives full payment and your registration is complete, you will receive an automated confirmation email from Eventbrite.

## PAYMENT AUTHORIZATION

On behalf of \_\_\_\_\_  
Paying Organization

I am authorized to purchase the attached event registrations in the amount of  
\$ \_\_\_\_\_  
Total Registration Fee Due

All institute registration payments are expected in advance of the event and within 30 days of receipt of invoice. If payment is not received within 30 days of sending invoice, the account will be deemed delinquent.

The National Equity Project offers a full refund for registrants who cancel by the cut-off date. Please visit [nationalequityproject.org/courses](http://nationalequityproject.org/courses) for the cut-off date for cancellation, transfer, and refund information. In the event that any participant does not attend and does not cancel prior to the cut-off date, you are still responsible for full payment. To cancel registration or to transfer registration, please email [events@nationalequityproject.org](mailto:events@nationalequityproject.org).

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title/Role

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### EVENT INFORMATION

Event title		Date(s)	
\$		\$	
Registration fee per person	x	Number of registrations	= Total fees due

### REGISTERING COMPANY INFORMATION

Company name			Purchase Order Number
Street address	City	State	Zip code
Billing contact name	Billing contact email address	Phone	

### ATTENDEE INFORMATION

**Attendee #1:**

First name	Last name	Pronouns
Job title/Role	Email address	
Self-identified race/ethnicity	Self-identified gender	
Access Needs		

**Attendee #2:**

First name	Last name	Pronouns
Job title/Role	Email address	
Self-identified race/ethnicity	Self-identified gender	
Access Needs		

**Attendee #3:**

First name	Last name	Pronouns
Job title/Role	Email address	
Self-identified race/ethnicity	Self-identified gender	
Access Needs		



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**Attendee #4:**

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First name	Last name	Pronouns
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Job title/Role	Email address
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Self-identified race/ethnicity	Self-identified gender
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Access Needs

**Attendee #5:**

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First name	Last name	Pronouns
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Job title/Role	Email address
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Self-identified race/ethnicity	Self-identified gender
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Access Needs

**Attendee #6:**

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First name	Last name	Pronouns
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Job title/Role	Email address
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Self-identified race/ethnicity	Self-identified gender
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Access Needs

**Attendee #7:**

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First name	Last name	Pronouns
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Job title/Role	Email address
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Self-identified race/ethnicity	Self-identified gender
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Access Needs



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**Attendee #8:**

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First name Last name Pronouns

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Job title/Role Email address

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Self-identified race/ethnicity Self-identified gender

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Access Needs

**Attendee #9:**

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First name Last name Pronouns

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Job title/Role Email address

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Self-identified race/ethnicity Self-identified gender

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Access Needs

**Attendee #10:**

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First name Last name Pronouns

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Job title/Role Email address

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Self-identified race/ethnicity Self-identified gender

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Access Needs