

Ergonomics and Human Factors: Strategic Solutions for Workplace Safety and Health

September 24–27, 2007

REGISTRATION FORM (please photocopy to register colleagues)

To expedite your registration, please provide your Reference Code found on the back of your brochure/flyer or the bottom of your email message:

If you do not have a Reference Code, please let us know how you found out about this program by selecting one of the following:

- You or colleague received a brochure or flyer (specify) _____
- You or colleague received an email message (specify) _____
- Search engine (specify) _____
- Listserv (specify) _____
- You or colleague attended same program previously
- You or colleague attended other programs at Harvard (please specify which program) _____
- You or colleague saw an advertisement (specify publication) _____
- Harvard website (specify) _____
- Other website (specify) _____
- Other (specify) _____

Registration Information

PREFIX _____ NAME & DEGREE/CERTIFICATION (AS IT SHOULD APPEAR ON YOUR CERTIFICATE) _____

FIRST NAME (FOR CLASSROOM USE) _____ TITLE _____

DEPARTMENT _____ DIVISION _____

ORGANIZATION _____

ADDRESS _____

CITY/STATE/ZIP _____ COUNTRY _____

PHONE _____ FAX _____

EMAIL (REQUIRED FOR CONFIRMATION) _____

Fee

- \$1,395 if payment received by May 4, 2007
- \$1,495 if payment received after May 4, 2007

Payment Information

Credit card payment for \$_____. My credit card information is provided below: Visa Mastercard AmEx

CARD NO. _____ SECURITY CODE* _____ EXPIRATION DATE _____

SIGNATURE _____ NAME ON CARD _____

BILLING ADDRESS (IF DIFFERENT) — INCLUDE CITY/STATE/ZIP _____

Check enclosed for \$_____. (Participant name must be on check, made payable to: Harvard School of Public Health - CCPE)

* Security Code: on the card, the last 3 digits on the back (VISA/MC) or small 4 digits on the front (AMEX).

Program Check-In

Harvard School of Public Health
Kresge Building
677 Huntington Avenue
Boston, Massachusetts 02115
617-384-8692

For map and directions, please visit: www.hsph.harvard.edu/maps.

Accommodations

Colonnade Hotel
120 Huntington Avenue
Boston, MA 02116
617-424-7000
\$199 single/double occupancy + 12.45% tax

Rooms have been reserved at this reduced rate until **September 5, 2007**. Reservations should be made when you receive your registration and payment confirmation. Please state the program name and the Harvard School of Public Health to receive the special rate.

Payment Policy

Payment must be made in US funds and received in order to process your registration. Payment by credit card is strongly preferred (Visa, MasterCard, AmEx). If paying by check, we will require a credit card to reserve your place at the program. Please make check payable to: Harvard School of Public Health - CCPE. Space is limited. **Note: Please do not make non-refundable flight arrangements until you have received confirmation from us.**

Substitution/Cancellation Policy

Substitutions may be made without additional charge. All requests for substitutions or cancellations must be made in writing. Cancellation on or before August 3, 2007 will be issued a refund less \$150 administrative fee per person. Cancellations received between August 4, 2007 and August 31, 2007 will be issued a refund of 50%. **After August 31, 2007, no refund will be issued.** There will be no exceptions to this policy.

Workforce Training Funding for Massachusetts Employers: This program is eligible for Massachusetts Department of Workforce Development funding grants. Massachusetts companies may be eligible for up to 50% off program fees. Contact the Massachusetts Department of Workforce Development for assistance on filling out the approval forms: 800-252-1591 or <http://www.mass.gov/wtf>

4 Ways to Register:

Web www.hsph.harvard.edu/ccpe • **Phone** 617-384-8692

Mail completed registration form and payment to:
Harvard School of Public Health, CCPE - Dept. A,
677 Huntington Avenue, Boston, MA 02115-6096 USA
(no overnight delivery)

Fax completed registration form to 617-384-8690

For questions, email us at: contedu@hsph.harvard.edu



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