

Complimentary Registration Request Form

General Information

Name of applicant or group requesting event attendance Complimentary Registration _____

Name and title of contact person (if different) _____

Address

Street Address _____

City _____

State _____

Zip Code _____

Country _____

Contact

Telephone _____

Email _____

Are you applying as a

Student

Name of University _____

Affiliate/Chapter/Community of Practice _____

Young Professional

Name of Employer _____

Affiliate/Chapter/Community of Practice _____

ISPE Event Name _____

Amount Requested \$ _____

Disbursements will be made to fund Student or Young Professional attendance at 24 Hours with Women in Pharma®

Issuance of event attendance Complimentary Registration is consistent with the ISPE Foundation's and Women in Pharma's mission to support education, mentoring, and training of students and young professionals.

One Complimentary Registration per applicant can be applied to either:

- » 24 Hours with Women in Pharma® Webinar (0800 on 27 October 2020)
- » Any of the five 24 Hours with Women in Pharma® Mentor Circles (times are scheduled throughout the 24 hours to accommodate various time zones)
- » Any of the five 24 Hours with Women in Pharma® Book Clubs (times are scheduled throughout the 24 hours to accommodate various time zones)

\$25 per session listed above. Only ISPE Student and YP Members are eligible to apply.

Space is limited; if sessions are filled when we receive an application we will be unable to provide the Complimentary Registration requested.

Complimentary Registration Request Process

- » All completed Complimentary Registration Request Forms must be received by ISPE Women in Pharma® by 15 October 2020 to be considered. Applicants will be notified of the status of their event Complimentary Registration request prior to the event, which occurs on 27-28 October 2020.
- » Requests will not be processed unless they are fully completed.
- » Complimentary Registration Request Forms may be emailed to wip@ispe.org.

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ANSWER ALL QUESTIONS

1. What is the total cost to take part in the event you are planning to attend? What portion of your costs are you seeking to cover with the ISPE 24 Hours with Women in Pharma Complimentary Registration Request? (Answers may include lodging, transportation, ISPE event registration, ISPE training, etc.)

2. Is any portion of the overall cost being funded by another entity? If so, please list any additional funding sources here.

3. What immediate or long-term benefit do you expect from attending this ISPE event?

General Information

Complimentary Registration disbursement decisions are made consistent with the ISPE Foundation Disbursement Policy and are based on, but not limited to, the following criteria:

- » Alignment with established ISPE Foundation mission and objectives
- » Available funds
- » Timely receipt of a completed Complimentary Registration Request Form

The WIP Committee will review each completed event attendance Complimentary Registration application and submit its recommendations to the ISPE Foundation Board for endorsement.

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COMPLIMENTARY REGISTRATION ACKNOWLEDGEMENT

Please indicate, with your initials, that you have read and understand the requirement listed below:

_____ It is important for all applicants to realize that the Complimentary Registration received from the ISPE Foundation are given with the understanding that such funds are to be used only for the purposes stated in their Complimentary Registration application.

_____ Reimbursement will only be made upon submission of receipts associated with the Complimentary Registration. In the event that circumstances preclude the recipient from using the Complimentary Registration money to carry out its intended purpose, recipients are required to notify the ISPE Foundation at wip@ispe.org. If the ISPE Women in Pharma® Committee decides that such alternate use is not within its mission, the recipient will be required to return the money to the ISPE Foundation.

_____ As a condition of receipt of this event attendance Complimentary Registration, recipients are required to submit a report detailing how the Complimentary Registration was utilized within sixty (60) days of the conclusion of the event. This report should summarize your attendance and the benefits you received as a result of your attendance.

_____ Applicants will be ineligible for future Complimentary Registrations if the Complimentary Registration utilization report is not received within this time frame.

Applicant Signature _____

Date _____