

ALL NEW! IT Workshops

Hosted By

Records Management Solutions

Workshop Registration

LODGING

For hotel reservations, please contact, **Baymont Inn directly at 701-663-7401 before June. 9, 2019** and mention that you are booking a room for this workshop. The room rate charge will be **\$79 per night plus tax.**

WORKSHOP REGISTRATION

- You may want to book early as lodging may fill quickly.
- There is limited seating.
- Please complete a form for each person who will be attending the Workshop.
- Return all forms with payment to the address listed below by **June 9, 2019.**

REGISTRATION INFORMATION (Please Print)

Name: _____

Program: _____

Billing Address: _____

Telephone Number: _____

Email Address: _____

What version of Microsoft Office (Excel) are you using? (Circle One) 2010 2013 2016

(Choose One) Please select the workshop you will be attending Price

- Full Workshop - Part I and Part II (June,12- June,14)..... \$800.00
- Part I - Records Management Solutions (June 12-13) \$450.00
- Part II- Excel (June 13-June 14) \$450.00

Please bring a laptop for the Excel workshop if you have one. (Not required!)

Please send payment to the address below by **June 9, 2019**

**Record Management Solutions
233 East Divide Avenue
Bismarck, ND 58501**

For additional information, please contact Bob at 701-220-5247 or email at bclooten@rmsnd.net.