

ALL NEW! IT Workshop Class

Hosted By

Records Management Solutions

Workshop Registration

LODGING

For hotel reservations, please contact, **Ramada Bismarck Hotel and Conference Center 701-258-7000** and mention that you are booking a room for this workshop. The room rate charge will be **\$84.00 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 **Feb 21, 2020**

REGISTRATION INFORMATION (Please Print)

Name: _____

Program: _____

Billing Address: _____

Telephone Number: _____

Email Address: _____

What version of Microsoft Office you are you using? (Circle One) 2013 2016 2019

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

- Full Workshop - Part I and Part II (Mar 4- Mar 6) \$800.00
- Part I - Records Management Solutions (Mar 4-5) \$450.00
- Part II - Microsoft Class (Mar 5 and Mar 6) \$450.00

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

Please send payment to the address below by **Feb 21, 2020**

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.