



**“The Conservation of Iron-Gall Ink on Paper”  
Workshop Registration Form**  
Northeast Document Conservation Center, Andover, Massachusetts  
Friday, October 3 through Sunday, October 5, 2008; 9:00 a.m. – 5 p.m.

*NOTE: This form is provided as a PDF fill-in form. Fields will expand as you type. Use the “Tab” key to move from one field to the next. Click with mouse to fill in check-boxes. For best results, begin by saving the file on your computer and giving it a new name. Return to AIC office with resume no later than August 29, 2008.*

<b>First name:</b>		<b>Last name:</b>	
<b>Street Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Phone:</b>		<b>Fax:</b>	
<b>E-mail:</b>		<b>Employer:</b>	
<b>Specialty Area:</b>		<b># of Years of Professional Experience:</b>	
<b>AIC Membership Status:</b> <input type="checkbox"/> Non-member <input type="checkbox"/> AIC Fellow <input type="checkbox"/> AIC PA <input type="checkbox"/> AIC Associate <input type="checkbox"/> AIC other member type (please specify):			
<b>PAYMENT INFORMATION:</b> <b>Do NOT send payment with application form. Payment is due within 3 weeks of acceptance into workshop.</b> <input type="checkbox"/> AIC Member: \$400 <input type="checkbox"/> Non-AIC member: \$650 <i>Registration fee does not include meals or lodging.</i>			
<input type="checkbox"/> <b>If selected to participate in this workshop, I understand that payment for registration fee is due in full (by check or credit card) within 3 weeks of acceptance.</b>			

- ✓ Application deadline: August 29, 2008. Electronic submissions encouraged. Participants will be accepted on a rolling basis. **Early registration is advised.**
- ✓ **Attach resume** (electronic or hard copy)
- ✓ Selection of participants will be based on the following criteria: order of receipt of registration; extent of professional experience and training; balance of institutional and private practice conservators; number of registrants from a single organization. Preference will be given to AIC Professional Associate and Fellow members.
- ✓ Important: see attached registration information for refund, cancellation policies. Workshop subject to cancellation if insufficient registrations are received.
- ✓ Send this form as an email attachment to [epourchot@aic-faic.org](mailto:epourchot@aic-faic.org), or mail to AIC at 1156 15<sup>th</sup> St., NW, Suite 320, Washington, DC 20005, or fax to 202-452-9328

# FAIC Workshop Registration Information

## **PAYMENT**

Payment is required within 3 weeks of notification of acceptance into workshop. All payments must be in U.S. funds, by check, MasterCard, or VISA. Registrations and payments may be made in person, by mail, or by fax. Registrations and/or payments cannot be accepted by phone.

## **ENROLLMENT**

Enrollment is limited. Selection of participants will be made according to the criteria specified on the application form. Priority may be given to current AIC Professional Associate and Fellow members. Participants may be selected on the basis of order of receipt of registration, appropriate prior experience, and training. Selections may also be made to balance specialty areas, geography, institutional and private practice conservators, and to limit the number of participants from any single organization. In some cases, prerequisites may be indicated in the course description or requirements for enrollment.

## **CANCELLATION OF WORKSHOP**

Workshops are subject to cancellation if minimum enrollment requirement is not met 30 days prior to the event. In such cases, AIC will refund the full registration fee, but is not responsible for transportation, housing, loss of income, or other costs that may have been incurred by registrants.

## **INCLEMENT WEATHER**

Weather-related or other emergency school closings in the community where the workshop is scheduled will cause an automatic cancellation of that workshop, unless the majority of participants and instructors are already on site. Every effort will be made to reschedule the event in the case of cancellation.

## **REFUNDS**

Requests for refunds must be made in writing and received by the AIC office at least 21 days prior to the workshop start date. Refund requests received by 42 days prior to the workshop start date are subject to a \$25 administrative fee. Refund requests received later than 42 days prior to the workshop start date are subject to a \$75 administrative fee. No refunds will be issued for cancellations received less than 21 days prior to the workshop start date.

## **ACCOMMODATIONS FOR DISABILITIES**

We ask that anyone requiring Americans with Disabilities Act accommodations register his/her needs with AIC at least 14 days before the date of the workshop.

### **Please direct questions to:**

Eric Pourchot  
Program Officer for Professional Development  
American Institute for Conservation of Historic & Artistic Works  
1156 15<sup>th</sup> St., NW, Suite 320, Washington, DC 20005  
202-452-9545, ext. 5; Fax: 202-452-9328  
epourchot [at] aic-faic.org  
<http://www.aic-faic.org>