



When it comes to the in-plant print and mail industry, we understand that there's limited time and resources out there for professionals like you. This is why we host our annual conference every year – to provide you and your team with the tools, resources and skills needed to run a successful business, all while having fun and networking with your industry peers! We look forward to seeing you at the

**IPMA 2024 "INSURE YOUR SUCCESS" Educational Conference  
The Largest In-Plant Event for all Sectors in the In-Plant Industry!  
June 2 - 6, 2024 Community Choice Credit Union Convention Center, Des Moines, IA**

**ATTENDEE INFORMATION**

Name:		
Title:	Certification: <input type="checkbox"/> CGCM <input type="checkbox"/> CMM <input type="checkbox"/> OTHER	<input type="checkbox"/> Interested in purchasing IPMA Certification Study Guide
Shirt Size: <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> L <input type="checkbox"/> XL <input type="checkbox"/> XXL <input type="checkbox"/> XXXL	<input type="checkbox"/> Send Certification Information	
Industry Sector: <input type="checkbox"/> Association/Non-Profit <input type="checkbox"/> Corporate/Other <input type="checkbox"/> Education <input type="checkbox"/> Finance <input type="checkbox"/> Government <input type="checkbox"/> Insurance/Health <input type="checkbox"/> Other		
Conference Reference: <input type="checkbox"/> This is my FIRST IPMA Conference		<input type="checkbox"/> I'm a returning Attendee - # Years attended _____

**COMPANY INFORMATION**

Company Name:		IPMA Member: <input type="checkbox"/> Yes <input type="checkbox"/> No
Company address:		Years of Employment? _____
Phone:	E-mail:	# In-Plant Employees: _____
City:	State:	ZIP Code:

**EMERGENCY CONTACT**

Name:	Phone:
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IPMA's Conference rates include: All conference educational & networking activities (\$1025 value); meals (\$800+value) – Thursday, June 6, will be In-Plant Tour Day \*Accommodations not included – Hilton Des Moines Downtown, 435 Park St., Des Moines, IA IPMA room rate is \$206 (does not include taxes &/or service fees) - \$200 penalty assessed if not registered as a guest at Hilton DM unless local. For all-inclusive invoicing with accommodations contact IPMA at [ipmainfo@ipma.org](mailto:ipmainfo@ipma.org) or 616/919-1691 ext. #101 **Total conference value - \$1825**

**FULL CONFERENCE PRICING:**

<b>EARLY BIRD FULL REGISTRATION RATE</b>	<b>DAILY REGISTRATION RATE</b>
<input type="checkbox"/> \$ 950 Member <b>\$850</b> <input type="checkbox"/> \$ 1150 NON-Member <b>\$1050</b>	<input type="checkbox"/> \$ 250 Member <input type="checkbox"/> \$ 350 NON-Member
<b>FULL REGISTRATION RATE – RETIREE ONLY</b>	<b>DAY OF ATTENDANCE</b>
<input type="checkbox"/> N/C Retiree	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday

**GUEST REGISTRATION**

*includes conference sessions, break-outs, events & meals. Guest is a personal guest, not a business associate or staff member \$800+ VALUE*

<input type="checkbox"/> \$ 300 Full <input type="checkbox"/> \$ 200 Award Banquet <input type="checkbox"/> \$ 150 Night Outing	Name: _____	Shirt Size: _____
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**PAYMENT INFORMATION**

<input type="checkbox"/> CHECK # _____	CREDIT CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> DIS <input type="checkbox"/> AMX	Exp. Date: _____	CCV#: _____
<input type="checkbox"/> INVOICE ME (members only)		Name of Cardholder: _____	
Signature: _____		Card Number: _____	Zip: _____

**SUBMIT FORM BY EMAIL:** [ipmainfo@ipma.org](mailto:ipmainfo@ipma.org) or via mail IPMA, 103 N Jefferson St, Kearney, MO 64060.  
To register online go to [https://ipma.memberclicks.net/2024\\_att](https://ipma.memberclicks.net/2024_att)

**CANCELLATION POLICY:** Cancellations are subject to a \$250 cancellation fee. No Cancellations will be accepted after May 1<sup>st</sup>.

**I agree to the IPMA Code of Conduct(see reverse). Initial Here**

# **CODE OF CONDUCT**

## **IPMA Conferences, Events, Community Forum & IPMA Social Media**

### **Purpose**

At IPMA, we believe the In-Plant model is successful partly due to the open honest collaboration between its members. To make it possible for true collaboration, creativity, innovation, and idea exchange to thrive we are committed to facilitating a welcoming and respectful community for all. This Code of Conduct shares our community expectations and applies to all attendees, employees, exhibitors, speakers, sponsors, volunteers, and other participants at IPMA-sponsored events and community forum. We empower all participants in our community to actively engage in creating a friendly and safe environment for all.

### **Expectations**

- Be kind and considerate. Respect personal space and common courtesy rules for personal interaction.
- Be mindful of others around you to ensure a great experience for your fellow participants.
- Refrain from displaying any demeaning, harassing, aggressive, or intimidating materials or behavior.
- Dress and behave in a professional manner.
- Do not damage private or communal property.
- Obey the rules and regulations of the venue.
- Promptly report any behavior that makes you or others feel uncomfortable to the nearest IPMA board member or staff.
- Inappropriate Behavior - Harassment, aggression, and intimidation are hurtful and interfere with other people's experience and participation in our community. These behaviors are inappropriate and unacceptable.
- These behaviors can be related to, but not limited to: race, color, creed, gender (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity, religion (including religious dress and grooming), marital status, domestic partner status, genetic information, age, national origin or ancestry, military or veteran status, sexual orientation, physical or mental disability, or any other basis protected by federal, state, or local laws.
- Inappropriate behavior can take many forms such as slurs; jokes; derogatory statements; foul or obscene language; offensive clothing; leering; stalking; staring; gestures; pictures, drawings or cartoons; violating personal space by impeding or blocking another person's movement or otherwise physically interfering with them; harassing photography or recordings; unwanted or offensive letters or poems; offensive email or voicemail messages; or social media postings.

### **Consequences of Inappropriate Behavior**

Inappropriate behavior will not be tolerated. If asked to stop behaving inappropriately, you should comply immediately. IPMA reserves the right to refuse entry to or remove any party from the event at any time. All determinations are at the sole discretion of IPMA, and the decision of the leading IPMA representative will be final. Severe breaches of this Conference/Events Code of Conduct may result in disqualification from participating in future events or limited access to the community forum. Individuals expelled due to violating this Conference/Events Code of Conduct will not be eligible for a refund or other consolation.

### **What to Do about Inappropriate Behavior**

If you witness or are subjected to inappropriate behavior or have any other concerns, notify an IPMA staff or board member as soon as possible.

In-Plant Printing and Mailing Association (IPMA) reserves the right to use any photograph/video taken at any event sponsored by IPMA, without the expressed written permission of those included within the photograph/video. IPMA may use the photograph/video in publications or other media material produced, used or contracted by IPMA including but not limited to: brochures, invitations, books, newspapers, magazines, television, social media, websites, etc.

I agree to allow my contact information to be shared by IPMA.

If you have questions regarding this Conference/Event Code of Conduct or its implementation, please contact Mike Loyd, IPMA Executive Director.