

**Top Ladies of Distinction, Incorporated**  
**Parliamen-Top 2017**  
**Sheraton Downtown**  
165 Courtland Street NE | Atlanta, GA 30303  
**September 28 – October 1, 2017**

## **REGISTRATION PROCEDURES & INSTRUCTIONS**

### **CONFERENCE DATES**

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The conference will run from Thursday, September 28 to Sunday, October 1, 2017  
Online registration will open on Saturday, July 15, 2017

### **REGISTRATION**

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#### **What's included in my registration?**

- **Ladies registration: (PTop & Investing Team) is \$160.00.** It includes: workbook, ticketed events, workshops/clinics, and President's Reception.
- **Ladies registration: (non-PTop) is \$300.00.** It includes : workbook, ticketed events, workshops/clinics and President's reception
- **Lords registration is \$190.00.** It includes: Ticketed events & President's reception
- **Vendor Registration is \$350.00.** It includes: Two (2) - 6 ft. tables, Two (2) Chairs. Additional tables \$50.00 each

**\*\* NOTE: ALL EVENTS WILL REQUIRE TICKETS FOR ENTRY**

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### **CONFERENCE DEADLINES**

Online Registration: July 15, 2017 – September 2, 2017; no extensions  
Online Registration Late: August 20, 2017 – September 2, 2017; Additional \$50.00 fee for all registration types except Lords  
Last Day to Select Pay by Check: August 25; After this date you must pay by credit card immediately or registration will cancel automatically  
Registration Deadline: September 2, 2017; All registration must be paid by this date. Checks must be received regardless of postmark  
Refund Deadline: Sept 2, 2017, **\$125 cancellation fee**

### **REGISTRATION DETAILS**

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- **All conference registrations must be completed using the online registration portal.** No mailed registrations forms will be accepted.
- Registration payment can be made with a check or credit card. **(credit card only after of August 25, 2017)**
- Please adhere to all deadlines. Check payments should be mailed to the National Financial Secretary. Keep a copy of payment for your records.
- Mail your check so that it is received by September 2, 2017. **Registrations with check payments not received by September 2, 2017 will be cancelled.**
- If conference registration payment is mailed via FedEx, UPS or Express Mail, please check the **Waiver of Signature** box to allow delivery without obtaining signatures.

## **ADDITIONAL TICKETS**

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Additional tickets are available for sale for the following events:

**Saturday Luncheon** - \$60.00 per person

**Saturday Fun Night** - \$60 per person

## **WORKSHOPS & CLINICS**

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Please select the workshop(s) and clinic you would like to attend when you register online. Please be mindful of the day & time of each workshop/clinic.

## **REFUNDS AND TRANSFERS**

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**No refunds after September 2.** All refunds will be subject to a \$125 cancellation fee. Registrations can be transferred to someone else thru September 2. After September 2, there is no refund or transfer of registration permitted. Refunds will be issued by November 1.

## **REGISTRATION & PAYMENT CONTACT**

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There will be two payment options

1. You can pay online with a credit card at the time of registration
2. You may mail a copy of your online registration receipt and a check to:

**Lady Sandra E Jennings**  
**National Financial Secretary**  
**1103 N Lemacks St.**  
**Walterboro SC 29488**  
Cell: 347-277-4475  
[Sandy.jennings12@yahoo.com](mailto:Sandy.jennings12@yahoo.com)

**After August 25, 2017 all payments are via credit card**

**Please remember to Waive the Signature requirement for payments mailed with a delivery tracking option.**