

Registration Form

Course Title: Power System Protection and Protective Device Coordination

Location: The course will be held in the conference spaces within the Hilton Garden Inn-Midtown, Tulsa, OK

Dates and Times: 0800 hours Monday, **22 July** to 1100 hours Friday, **26 July 2024**.

Note: Attendance for all sessions is required for obtaining the full 3.3 CEUs / 33 PDHs.

Registration cutoff date: 15 July 2024

Registration: Presently there are *spaces allocated for 8 students*. Registration or cancellations for the course should be submitted prior to the *cutoff date* to ensure classroom space, availability of lecture materials, and for refunds. See tuition cancellation policies below. ***I.E.E.E. members must have registration submitted two weeks prior to course and membership verified by I.E.E.E. for 10% discount eligibility.***

Register before 1 May 2023 and receive an additional 5% discount. Please note that payment is not due at the time of registration and registration does not monetarily commit the student to pay for the course. See the section “Method of Payment” for payment cutoff date.

Hotel Reservations, Information, and Policies: Every attempt will be made to space attendees from each other for any on-going COVID concerns. For hotel information, nearby restaurants, and local attractions, see the hotel webpage. There are 11 eating establishments within a one block radius of the hotel. The full address for the hotel is Hilton Garden Inn-Tulsa Midtown, 4518 E Skelly Drive, Tulsa, Oklahoma, 74135. The web link to the hotel’s web site can be found on the website listing for the course.

Tel: 1-918-878-7777. The hotel amenities include:

- Special room rate of \$115 is available if you call the hotel direct and use the rate code QUADR.
- Restaurant in hotel and a cooked to order free breakfast for those staying at the hotel.
- Refreshments in lecture room throughout the day.
- Nearest airport: Tulsa International
- Several type of restaurants, a park, and 3 mile jogging trail are within walking distance of the hotel.

Travel: Attendees traveling by air should allow room in their luggage for a 3-ring binder, 2”x12”x11”. Total weight: 3.5 lbs.

Course Tuition: \$2,200.00 (US) for non-IEEE members, \$1,980.00 (US) IEEE members only. Tuition should be paid directly to Quadrelec Engineering Corp. See website for payment options.

Refresher Tuition: \$1,100 (US). IEEE members:\$990. Tuition assumes student will bring their previous course binders and other materials. Tuition includes copies of the latest workbook slides and supplementary documents that may have changed along with full CEUs.



(Please print clearly or type all information. **Fax, email, or mail this form to the address or fax number below**)

Attendee Information (Please print clearly)

Name of attendee: _____

Company or Organization Represented: _____

Full name desired on C.E.U. Certificate: _____

Certificate Mailing Address: _____

Attendee Phone Number: _____

Attendee E-mail Address: _____

(Note: Email addresses are not distributed to any other commercial firm or individual)

I.E.E.E. Member Number: _____ (**Required for 10% IEEE discount**)

If a refresher course attendee, list the year course was attended for confirmation: _____

Method of Payment:

Method of Payment:

Except for a government training form or other government procurement purchase orders, **payment will be expected one week prior to course attendance. It is preferred that you do not pay prior to registration cut-off date.**

I will be paying the tuition of this course by:

(Please check one of the payment options and provide requested information)

- Credit Card or Bank Transfer: All credit card or money transfer payments will be process though our “Payments” webpage which can be accessed at : <https://www.quadrelec.com/pages/payments.html>.

This page will link you to PayPal for payment. You do not have to have a PayPal account to use this process. PayPal supports a large number of credit cards, including Visa, Mastercard, American Express, Discover, JCB, Diners Club and EnRoute. Depending on your processor, Payflow Pro also supports level 2 and level 3 Purchasing Cards (P-Cards). Check cards or debit cards with either a Visa or MasterCard logo are supported and treated just like a credit card

- Check (Make checks payable to Quadrelec Engineering Corp.)
- Government training request or other government purchase order



QUADRELEC
ENGINEERING CORPORATION

SETTING THE STANDARD

Bill us:

Send Bills to:

Purchase Order or government form tracking number: _____

Signature of Authorized Company Representative

Signature: _____

Name: _____

Position in Company: _____

Payment information and this registration form can be mailed, emailed, or faxed to the company at:

Quadrelec Engineering Corp.
4338 S. Jamestown Ave.
Tulsa, OK 74135
FAX: 918-744-7106
Email: qec@quadrelec.com

For your security do not text or email credit card information.

Tuition Refunds: Registrations must be received no later than the cutoff date listed above in the registration information so that adequate attendee materials and space can be made available and so that IEEE membership can be verified. For a full refund of any pre-paid tuition for this course, cancellation must be received in writing no later than cutoff date listed above. If cancellations are received after that date, there will be a \$300 assessment per attendee deducted from any refunded prepaid amounts or government purchase orders.

Advance Shipment of Training Materials

Advance shipment of the attendee workbook used for the course will only be shipped to the attendee in advance of the course upon receipt of full payment of the course fee. Payment for course fee and advance workbooks will be **non-refundable** and not subject to the Tuition Refund clause above. An additional shipping and handling charge of \$50.00 will be required in addition to the course fee, for advance shipment of these materials.