

LIVE2LEAD Registration

This is a registration for the February 26, 2026 event

Name _____ Organization _____

Mailing Address _____

Email _____ Tel _____ Cell _____

1 For the February 26, 2026 Live2Lead, we'll reserve _____ seats.

2 The payment: _____ seats @ \$209 each = \$ _____

3 **All payments are handled online, unless previous arrangements have been made.**
Example: You must pay with a government purchase order. Please scan and send to: jroberts@guamtraining.com — If you wish to pay with a company check, please call 844-944-4769 (toll-free) for details, or email at the above address.

We will pay by: () Check () Purchase Order () Credit Card

4 Please print attendee names clearly, as we will create certificates of attendance based on your input. Please send names no later than February 16, 2026.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

5 I authorize these tickets to be reserved for Live2Lead:

Print Name _____ Signature _____

Title _____ Date _____

6 Please email this completed form to: jroberts@guamtraining.com
Questions? We're ready to help. Email or call toll-free 844-944-4769

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Refund Agreement

1. We understand that unforeseen circumstances may cause an individual and even an organization to change their plans to attend. We have designed this agreement to be fair to both parties if that takes place.
2. Refund requests will usually take three to five business days to process. We will generally return funds in the same way you paid. In this case, we will use the payment processor to send it back through your credit card or PayPal account.
3. Tickets refunded PRIOR TO February 19, 2026 will be paid in full, less any credit card or other processing fees we may be assessed. We'll tell you what those fees are if that happens.
4. Ticket holders requesting a refund AFTER February 19, 2026 may receive a return of funds, less \$70.00 per ticket to cover food and beverage service plus administrative charges. There may also be credit card and/or other processing fees that we are assessed and must collect.
5. Explanation: Hotels require a guarantee for the number of event attendees and charge on a per-person basis. This is how a hotel knows how much food to prepare, controls its costs and is normal in the event business. After we have given our guarantee, we are obligated to pay for those seats or more (if additional people attend).

Example: We give the hotel a final guarantee of 150 attendees. We then receive three cancellations and only 147 people are seated. We are still charged at 150 seats, including the three who don't attend. Thus, we must deduct these charges from any refund request. The administrative fee is incurred because we will already have printed the workbook and the certificate of professional leadership development for each attendee, and will have to process the refund, losing any credit card fees that were assessed.
6. In summary, if you decide to cancel your reservation and request a refund after February 19, 2026, we still have expenses in connection with your reservation. If we get charged, we must pass that along. You will receive a partial refund as described above.
7. There are no refunds for same day (February 19, 2026) cancellations or no-shows. What we will do is provide a 50% credit which can be applied toward a future Guam Training course or event, including the next Live2Lead. This credit must be used within 12 months from the date of issue.
8. **To make a change, use email.** Send any change request to jroberts@guamtraining.com, using a receipt request in your email program. We must click that to read the email. It tells you that we received your message. You can also call 844-944-4769 (toll-free) to alert us that your request has been made. That being said, the change request must be made via email.
9. We've produced events for over 25 years, we know that life happens and people can't/don't attend for various reasons. We've designed this form to be completely transparent, and fair to you and us. We hope you feel it is.

Print Name _____ Signature _____

Title _____ Date _____

Please email this completed form with the rest of your registration to:

jroberts@guamtraining.com

Questions? We're ready to help. Email or call 844-944-4769 (toll-free)

LIVE2LEAD PDCs/CEUs

SHRM PDCs:

Live2Lead has been approved for Professional Development Credits (PDCs) through the Society for Human Resource Management (SHRM).

The credits count toward re-certification for anyone holding a SHRM-CP or SHRM-SCP credential. The necessary details for redeeming these credits will be made available upon request to anyone participating in the Live2Lead event in its entirety.

There is an activity code required to redeem the PDCs, and this will be given to SHRM members at the Live2Lead event.

CEUs:

Continuing education credits are available through Maxwell Leadership.

The link to the CEU page will be given out at the Live2Lead event.

Note: Similar leadership events from Guam Training have been certified for CEU credits by professional organizations in Guam in past years.

If you would like to receive credits for attending and you don't wish to use the CEUs from the Maxwell organization, please ask your certifying body to contact us at:

jroberts@guamtraining.com and we will supply whatever information they require to decide how to move forward.