



Innovative services to drive efficiency and reduce corporate spending. Publishing division to educate and empower.

ASSOCIATION MANAGEMENT DOWNLOADABLE ONLINE FORM

Instructions: Thank you for giving HPC the opportunity to help you with purchasing and renewing your association memberships, subscriptions, conference/seminar registrations and dues. Our goal is to make the membership renewal and conference registration process easier for you and to save your department money by negotiating better prices on your company's behalf!

Please complete and submit this form with all of your information and any related attachments (renewal notices, conference brochures, etc.) to Associations@hiltonpub.com. Once you submit your completed form, you do not need to do anything more at this time until HPC contacts you. If you have questions in the meantime about the status of your renewal or conference registration, you are welcome to reach out to our AMS team at (219) 922-4868 or Associations@hiltonpub.com. Thank you!

Please Note: Please follow your company's travel policy for reservations of flights, car rental or hotel accommodations.

~ REQUESTOR INFORMATION ~

Name: _____

Job Title: _____

Credentials: _____

Company/Employer Name: _____

Facility/Location Name: _____

Department Name/Code: _____

Street Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

Supervisor Name (for approval): _____

Supervisor Email: _____

Supervisor Phone: _____

~ MEMBERSHIP, SUBSCRIPTION & DUES DETAILS ~

Name of Association/Subscription/Dues: _____

Member ID / Account #: _____

Renewal Date(s): _____

Renewal Amount: _____

Do any of your colleagues have this same membership or subscription? (Put N/A if you don't know.) _____

~ CONFERENCE, SEMINAR & CONTINUING EDUCATION DETAILS ~

Name of Event: _____

Date of Event: _____

Cost of Event: _____

Event Location: _____

Registration Deadline: _____

of Employees Attending: _____