



# ACEC *Missouri*

## Future Leaders Academy

### Registration Information

**3 Two-Day Sessions, 26 Hours of Learning  
Designed to Prepare Your Firm's Future Leaders,  
Principals, and Owners**

ACEC/MO's *Future Leaders Academy* is targeted to all rising industry professionals who are committed to developing their leadership and management skills and abilities, and identified by your firm as a "future leader" of your business. **This may include design firm new principals, middle managers, business and administrative coordinators, marketing managers, HR managers, project managers.....anyone interested in developing solid management skills.**

The program was created to provide professional and personal leadership development for Missouri's most promising professionals in the design community. The program launches up-and-coming professionals on a development track leading to successful general management, project management, and principal positions within design firms. This program imparts specific skills and competencies identified as critical for leadership success. These highly interactive sessions are taught by experts in the field of business administration and people management in professional services firms.

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**SPACE IS LIMITED TO THE FIRST 15 REGISTRANTS. No exceptions.**

Each individual makes a commitment of time to attend ALL sessions regardless of work conflicts.

Please read the following information carefully.

- **DEADLINE:** January 22, 2010
- **PARTICIPATION:** Participation is limited to 15 (first come, first serve). You may only register one member from your firm.
- **COST:** \$1,200 per person. Tuition includes all meeting materials, dinners and lunches where applicable. **Tuition does not include lodging or travel expenses.** ACEC/MO has negotiated favorable rates at each location. Participants will be responsible for making their hotel reservations. Hotel information will be provided upon registration.
- **REGISTRATION:** Return the completed registration form as soon as possible to reserve a spot. The full amount of \$1,200.00 must be submitted to ACEC/MO no later than January 22, 2010.
- **PAYMENTS/CANCELLATIONS/REFUNDS:** Full payment must be received by January 22, 2010 or registration will be cancelled. Cancellations received from January 22, 2010 to January 29, 2010 will receive a 50% refund of the total registration fee unless another registrant can be confirmed, in which case a full refund will be made. The firm's "slot" may be transferred to another member of the same firm. No refunds after January 29, 2010! Please make checks payable to ACEC/MO, 200 E. McCarty Street, Suite 201, Jefferson City, MO, 65101.
- **ATTENDEES:** MUST BE PRESENT FOR ALL SESSIONS!!!!
  - If more than half of one session is missed, that session must be attended the following year to graduate.
  - Only the attendee registered may attend the sessions. Substitute attendees will not be accepted.
  - Attendees MUST participate in all planned events, including staying overnight at the program hotel/location.
  - Attendees must provide picture (jpeg) and full personal and professional biography by February 12, 2010.
- **PROFESSIONAL DEVELOPMENT HOURS:** 26 PDHs will be earned, and certificates will be provided at the completion of the program.

**ACEC Missouri**  
**REGISTRATION FORM**  
**2010 Future Leaders Academy**  
*Send in Your Registration Form Today...Space is Limited!*

**Registration & Fee Deadline: January 22, 2010**

**Participation is limited to 15. You may only register one member from your firm.**  
Registration is first-come first-served basis. A waiting list will be maintained.

**Cost:** \$1,200 per person for attendees. Tuition includes all meeting materials, PDHs, welcome reception, dinners, and lunches. Tuition does not include lodging or travel expenses or alcoholic beverages. **Return the completed registration form via fax, email or regular mail as soon as possible to reserve a spot.** If paying for the program by check, that check should be sent with a printed copy of the participant's registration form no later than January 22, 2010.

**Payments/Cancellations/Refunds:** Full payment must be received by January 22, 2009 or registration will be cancelled. Cancellations received from January 22 to January 29 will receive a 50% refund unless another registrant can be confirmed. Slot may be transferred to another member of the same firm. Because of guarantees for classrooms and dinners, no refunds after January 29, 2009. Please make checks payable to ACEC/MO and mail it with this form to ACEC/MO, 200 E. McCarty Street, Suite 201, Jefferson City, MO 65101.

If you have any questions or would like to add a second individual from your firm to the program waiting list, call Dawn Hill at 573-634-4080.

Attendees must be present at all sessions. If more than half of one session is missed, that session must be attended the following year to graduate. Only the attendee registered may attend the sessions. Substitute attendees will not be accepted. Although any employee of an ACEC/MO member firm may register and attend, this program is designed and will be most beneficial to those participants with approximately 8-15 years of industry experience. There will be PDH forms available at the end of the program.

Name of Future Leader: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_