



# BOOK MELISSA NOW!

Good People, Bad Things | Ethics for Insurance Professionals

## VIRTUAL CLASS

Email completed form to Marie@PremiumOrganization.com

### Contact Information

Organization Name	Contact Name
Contact Email	Contact Cell Phone

### Event Information

#### Virtual Meeting PLATFORM

FPAGP Chapter Zoom Room (see Terms, below, for info)

Host to provide Platform Name (or indicate Unknown)

Course Host Location (City, State)

Requested Date(s)

Course Start Time Requested

Anticipated Attendance

Signature (with contracting authority)

Date

#### TIME ZONE (see map)

Eastern

Central

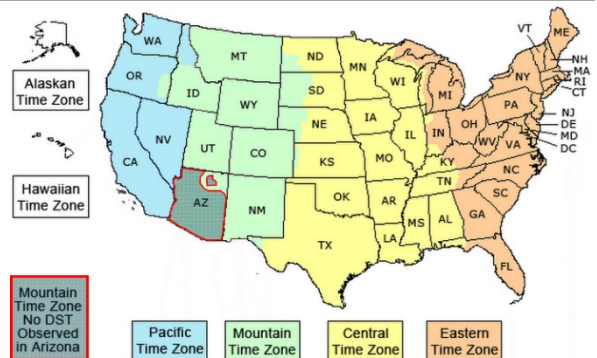
Mountain

Pacific

Course Organizer (day of event)

Organizer Cell Phone

Organizer Email



The organization requesting the course is responsible for getting the CFP Ethics 2-hour course and/or the Good People, Bad Things 4-hour course submitted for local state insurance CE credit and/or Ethics credit by the licensing board.

### Terms:

PLEASE NOTE: If utilizing FPAGP Zoom Room, your chapter is responsible for all administrative details necessary to run the course, leaving Melissa free to present the material.

#### Fees and charges due within 7 days of invoicing:

- Melissa's speakers fee is \$500, payable to Melissa A. Kemp. (This includes access to the Zoom and Mentimeter platforms used during the Virtual Ethics Class.)
- Administrative fees billed at \$50/hr, payable to FPA of Greater Phoenix for their role in assisting the organizer with meeting and obtaining approval of the course with their State governing body.
- Fees quoted are current as of the signature date and good for 6 months. If the booking date selected is more than 6 months away, we reserve the right to inform you of any fee or reimbursement changes and your option to retain or cancel this booking.
- The organizer is responsible for compliance and costs with their individual state's course approval.

#### Cancellation policy:

- ▶ >30 days out: no fee | <30 >15 days out: 25% fee | <=15 days' out: 50% of fee
- ▶ \*If rescheduled to a date within 90 days of original date, no cancellation fee is due.

Melissa Kemp acceptance of Ethics Course booking \_\_\_\_\_ Date \_\_\_\_\_