



Program on
Negotiation
at Harvard Law School

Program of Instruction for Lawyers: Summer 2008

Workshop Application

Please complete and fax this form to (617) 495-1416

Part 1: The Course(s) You Are Applying For

Week One: June 9 - 13, 2008

- Basic Negotiation Workshop: Creating Value in Deals & Disputes

Please note:

Participants in Basic Negotiation Workshop: Creating Value in Deals & Disputes should not take either of the following Week Two workshops: Basic Negotiation, 2-Day Intensive Negotiation Workshop for Lawyers.

Mediation Workshop [Wait List]

To add your name to the wait list for the Mediation Workshop, please send an email to pil@law.harvard.edu.

Week Two: June 16 - 20, 2008

Check up to one:

- 2-Day Intensive Negotiation Workshop for Lawyers, June 19 - 20
- Basic Negotiation
- Advanced Negotiation: Difficult Conversations
- Advanced Negotiation: Deal Design & Implementation

Part 2: Personal Information

Fields in **bold face** are required.

First Name:
Last Name:
E-mail:
Phone:
Fax:
Address 1:
Address 2:
City:
State/Province: (USA/Canada only)
Postal Code:
Country:

School awarding law degree and year of law school graduation (non-lawyers, please indicate degree(s) and field(s) of study):

Bar affiliation(s):

Bar Identification Number (necessary for MCLE accreditation):

Name of firm, government agency, organization or department:

What kind of law do you practice? What is your specialty? If you are a non-lawyer, please list your job title or position.

Previous Program attendance: Year(s)

Part 3: Tuition

Tuition includes some course materials, daily continental breakfast and snacks and several social events. Please note that accommodation, textbooks, and other meals are not included.

Full tuition payment **(in U.S. dollars with funds drawn from a U.S. bank)** must be received in order to secure a place in the desired workshop. We will accept faxed applications if accompanied by credit card information as tuition payment.

Check one:

Regular Tuition

One workshop: \$3,250

Two workshops: \$6,000

Two-Day intensive workshop (June 19-20): \$2,650

Reduced Tuition

One workshop: \$2,950.

Two workshops: \$5,400

Two-Day intensive workshop (June 19-20): \$2,650

Reduced tuition is available for judges, government lawyers, full-time law teachers and full-time staff attorneys to public interest organizations. Applicants requesting reduced tuition are required to submit a letter of employment verification. The reduced tuition payment should be followed by a letter of employment verification from the applicant's employer.

Part 4: Withdrawal Policy

If notice of withdrawal is received on or before May 29, there will be a \$500.00 administrative cancellation fee for the Mediation Workshop and a \$150.00 administrative cancellation fee for the Negotiation Workshop. Those withdrawing after that date will receive no refund. **Please note that we do not extend credits to future programs in the event of a withdrawal.**

Part 5: Payment

Check one:

Credit

Please charge my:

Visa _____ MasterCard _____ American Express _____

Cardholder name: _____

Card number: _____

Card verification number: _____

The American Express security code is a 4-digit number printed on the front of your card. It appears after and to the right of your card number. The Visa/MasterCard verification number is a 3-digit number printed on the back of your card. It appears after and to the right of your card number.

Amount \$ _____

Expiration date: _____

Signature: _____

Check

Please send your check made payable to Harvard University to the attention of Yumi Maskay at The Program on Negotiation at Harvard Law School, 513 Pound Hall, Cambridge, MA 02138.

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