

2024 Virtual Training Institute for Workplace Investigators



Registration Information

Online registration requires credit card payment; AWI accepts American Express, Visa, Mastercard, and Discover. If you want to pay by check, please [download the form here](#). Payment is required prior to the event.

To edit your registration, please contact office@awi.org or 1+ (651) 290-2266.

Both members and non-members need to log in to register for events. If you are a member or have previously created an account on the AWI website, [login here](#). If you are a non-member, please create a guest account in the system; we will require your first and last name, organization, email, username and password.

Attendance Policies

Attendee Cancellation

Students who cancel at least two weeks in advance of the first day of the Institute will receive a full refund less a \$500 cancellation fee. Students who cancel within two weeks of the first day of the Institute will receive no refund. Registrations can be transferred to another person within your organization with the same membership status by contacting office@awi.org. [Read the full Cancellation Policy](#).

Institute Cancellation

AWI reserves the right to cancel the Institute due to extraordinary circumstances, in which case a full refund of the registration tuition will be provided.

Attendance

Attendance at the entire Institute is required of each student to obtain the certificate. Students who do not meet attendance requirements will not be eligible to take the assessments. However, AWI recognizes that matters of personal necessity, such as using the restroom or taking an emergency telephone call, may unavoidably occur outside of scheduled breaks. To allow for such matters without unduly interfering with the learning necessary to attain the core knowledge and skills taught at the Institute, a student may be absent for up to 15 minutes during each day of the live training.

Data Privacy/GDPR

We host events throughout the year, including our annual conference, webinars, and trainings (collectively “events”). If you are a member and register for one of our events, we will access the information in your member account to provide you with information and services associated with the event. If you are not a member and you register for one of our events, we will collect your name and contact information, which we will store in our database and use to provide you with information and services associated with the event. If you are a presenter at one of our events, we will collect information about you including your name, employer and contact information, and photograph, and we may also collect information provided by event attendees who evaluated your performance as a presenter. As an attendee, speaker, or sponsor/exhibitor, we will keep a record of your participation to provide you with post-event information including details on upcoming events you may be interested in. Your contact information may be shared with the virtual platform provider or attendee list as part of your participation in the event.

PCI Compliance

Please do not email forms with credit card information. To protect your data and to comply with PCI standards, the AWI office will not accept emailed credit card information.

Audio/Video Release

Registration for or attendance at this Institute acknowledges consent to be recorded. We reserve the right to use any audio/video recordings taken at our events, without the expressed written permission of those included within the audio/video. We may use the audio/video recordings for training purposes, in publications or other media material produced, used or contracted including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, etc. To ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the subject.

Code of Conduct

AWI Event Code of Conduct/Anti-Harassment Policy

The AWI leadership and staff are committed to providing a vibrant learning environment at all of our events, welcoming people from as many diverse backgrounds as possible. We expect our events to be a respectful, harassment-free environment for people of all races, gender and trans statuses, sexual orientation, ability, nationality, ethnicity, socioeconomic status and beliefs. Please reference the AWI anti-harassment policy for more information.