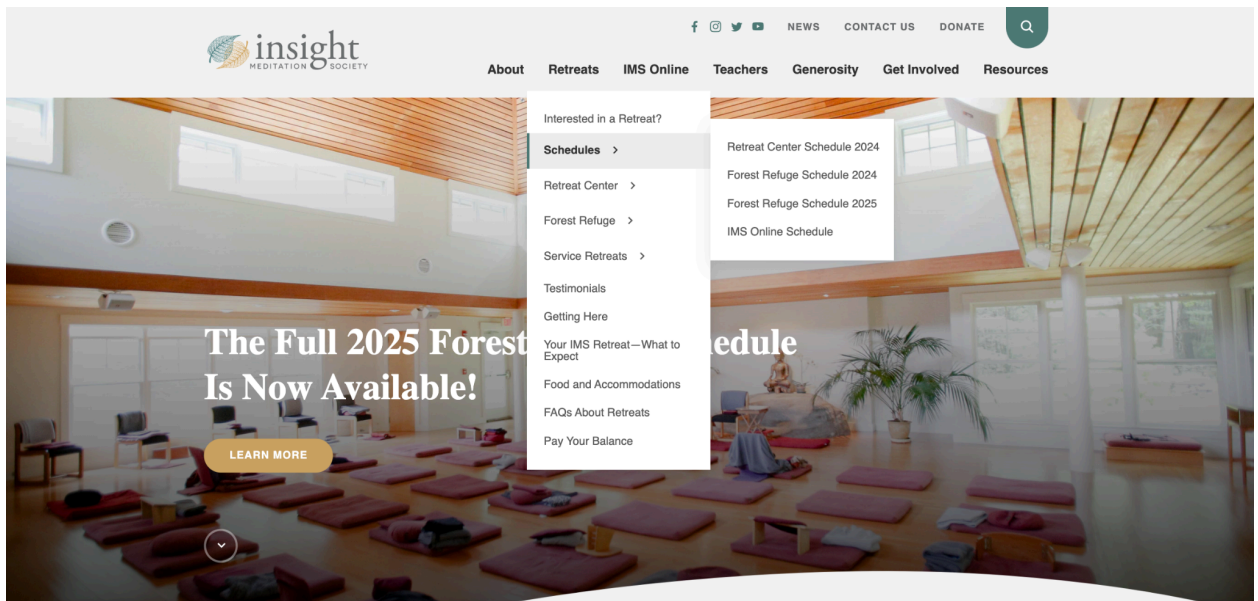# Instructions for the Forest Refuge

1. Review the Forest Refuge schedule first to decide what time period you would like to apply for: Navigate to the IMS homepage at www.dharma.org and use the "Retreats" dropdown menu, go to "Forest Refuge" and "Schedules":

2. When you're ready to apply for a 2025 retreat, navigate to the "Retreats" dropdown menu, go to "Forest Refuge"and "Application Process". You can also direc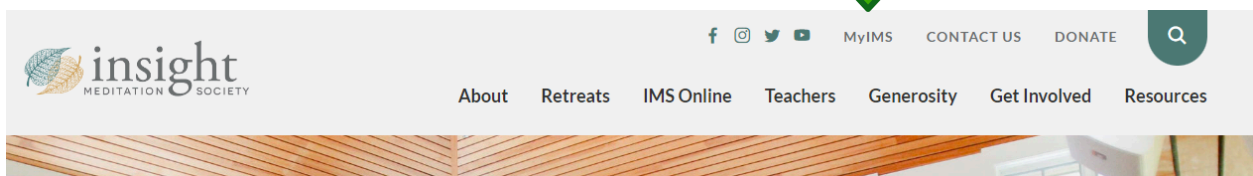tly access the new MyIMS Portal homepage by using this link: [https://insightmeditationsociety.my.site.com/IMSPORTAL/s/login/Self Register](https://insightmeditationsociety.my.site.com/IMSPORTAL/s/login/SelfRegister)

Join the community to receive personalized information and customer support.

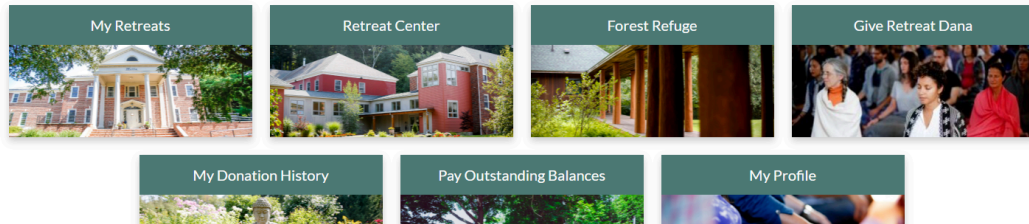First Name

Last Name

Email

Sign Up

Already have an account?

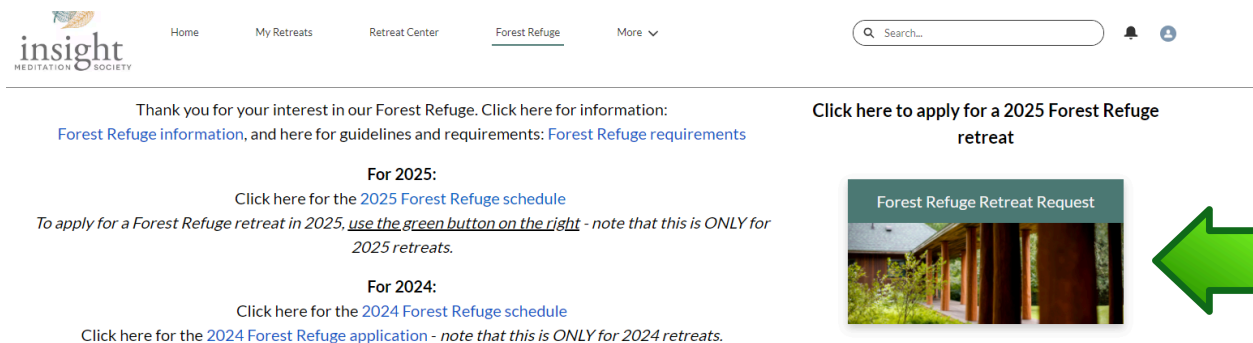3. Once you have an account, a quick way to find your Log In button is at the top of the homepage:

4. To submit an application for the Forest Refuge, select Forest Refuge within your MyIMS:

5. Simply click on the Forest Refuge Retreat Request on the right of this page, it will take you to the application form, which includes multiple pages:

6. Please take care in filling out each question. You will also be asked to select your retreat rate and your preferred dates of stay, and you can tell us if you are interested in scholarship support. Note that the "Supported" rate is the lowest amount you can pay without applying for a scholarship, and covers about half of the cost of your stay. *Any payment amount above the supported rate is a tax-deductible donation and helps others attend retreats at IMS.*

7. Select "Save & Next" at the end of each page. You will not be able to save your application form and complete it later, once you have started it's best to complete the entire application.

8. All fields marked with a red asterisk are required.

9. Click "Submit" at the end of the last page to complete your application process.

I understand that if my application for a personal retreat at the Forest Refuge is approved, I must provide on arrival the name and contact details of an emergency contact person in order to attend the retreat. I will not be allowed to participate unless I have done so. IMS will make every effort to communicate with this person in the event of an emergency. This person is someone who can either collect me from IMS or help to make transportation arrangements if I need to leave the retreat early.

I further understand that participation in IMS programs is at the discretion of the teachers and IMS administration at all times. If, in the opinion of IMS, I am unable to continue to participate productively in the retreat, I may be asked to leave.

* BY SIGNING MY NAME , I, (print name) CONFIRM THAT ALL OF THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I UNDERSTAND THE PRACTICE GUIDELINES AND REQUIREMENTS. IF AT ANY TIME MY CIRCUMSTANCES CHANGE, I WILL INFORM THE FOREST REFUGE.

ccc

Signature Date

May 23, 2024

Submit

10.   You will receive notification that we have received your application.
11.   Once your application has been reviewed you will be notified of your status.

If you have any questions, email us at "fr@dharma.org"

We look forward to seeing you at IMS!