



# 2009 Annual Grants Management Training Conference & Workshop REGISTRATION FORM

April 20-22, 2009 – Rockville, MD

## REGISTRANT INFORMATION

Please use a separate registration form for each person attending.

Ms.  Mrs.  Mr.  Dr.

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_  
(no acronyms, please)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Please check the box that most closely reflects your particular grants management line of work:

Grantor  Grantee  Both Grantor & Grantee  
(check only if at least 30% of your time is spent on Grantor and 30% of your time is spent on Grantee duties)

**ADA:** If you have a disability and may require accommodation to fully participate in the conference, please check box.

**On-Site Attendee Directory:** If you do **not** wish to be listed in the *Attendee Directory*, please check box.

## CANCELLATION & FEES POLICIES

**Cancellation Policy** Write to leonard@ngma.org by 5:00pm (ET), April 3, 2009, and NGMA will refund meeting registration minus a \$50 administrative fee. After April 3rd, refunds cannot be made. There are no refunds for no-shows. Refunds are processed after the Conference. NGMA accepts substitutions — please forward request to leonard@ngma.org with the substitute attendee's information.

**GETA** Attendance at this Conference may be approved under the Government Employee's Training Act.

**Further Information** Please call the NGMA Business Office at +1 703.648.9023 or email to leonard@ngma.org.

- ① A registration transmitted without payment will be considered incomplete and categorized "pending" until payment is received.
- ② Please do not postal mail registration form or payment after April 14, 2009.
- ③ Should payment be received after the next registration deadline, the higher registration fee will be in effect and the difference invoiced.
- ④ Those registering at the NGMA member rate (M), and who are not NGMA members, will automatically be charged (or invoiced) the higher non-member rate (N).

## GROUP REGISTRATION (Requirements apply)

Groups are eligible to register at reduced rates when one payment is received for the group by April 1, 2009.

- Conference Only**  
5 to 9 registrations – **\$595** per registrant  
10 or more registrations – **\$550** per registrant

## CONFERENCE (April 21-22) + HALF-DAY WORKSHOP (April 20)

Registration Includes Sessions, Workshop, Breakfasts + Lunches, Exhibits, Networking Reception and NGMA Annual Membership

- Early Registration – \$730** Received by February 18, 2009  
 **WRKSHP – Grants Management Strategic Planning**
- Regular Registration – \$815** Received between February 19 – April 14, 2009  
 **WRKSHP – Grants Management Strategic Planning**

## CONFERENCE ONLY (April 21-22)

Registration Includes Sessions, Breakfasts + Lunches, Exhibits, Networking Reception and NGMA Annual Membership

- Early Registration – \$625**  
Received by February 18, 2009
- Regular Registration – \$695**  
Received between February 19 – April 14, 2009
- Late Registration – \$765**  
Received after April 14, 2009

## ONE (1) HALF-DAY CONFERENCE WORKSHOP ONLY

Payment must be received no later than April 14, 2009. Workshop Registration Includes Program & Refreshments.

- WRKSHP – Grants Management Strategic Planning**  
**\$145/Member \$185/Non-Member**

## NGMA NETWORKING RECEPTION (April 20, 6-8 pm)

- Yes, I will attend.**

## WASHINGTON NATIONALS BASEBALL (April 21, 7 pm)

Those registered for Conference may purchase tickets to the game. A limited number of tickets are available — register early.

- Washington Nationals VS. Atlanta Braves – \$45**

## PAYMENT INFORMATION

**NGMA Tax ID/EIN #52-188-0126 & NGMA DUNS #14-036-7983**

Choice 1  **Check.** (Enclosed) Make payable to the National Grants Management Association or NGMA.

Choice 2  **Credit Card.**  American Express  VISA  MasterCard

Credit Card Number \_\_\_\_\_ Expire Date \_\_\_\_\_

I authorize NGMA to charge \$ \_\_\_\_\_. Signature \_\_\_\_\_

Choice 3  **Training Authorization.** Enclose a copy of the signed Training Requisition with the requisition number clearly indicated. A Training Requisition received without a requisition number, signature approvals & invoice remittance information cannot be processed.

**SEND FORM & PAYMENT TO: NGMA, 11654 Plaza America Dr., #609, Reston, VA 20190-4700 or FAX: 703.476.5556**