

2010 NGMA ANNUAL TRAINING CONFERENCE

www.ngma.org

INTEGRATING THE NEW GRANTS MANAGEMENT BODY OF KNOWLEDGE (GMBok) INTO PROFESSIONAL PRACTICE

APRIL 26-28, 2010 • HILTON EXECUTIVE MEETING CENTER • ROCKVILLE, MD

Registration Form

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 conference@ngma.org by 5:00pm (ET), April 2, 2010, and NGMA will refund meeting registration minus a \$75 administrative fee. After April 2nd, refunds cannot be made. There are no refunds for no-shows. Refunds are processed after the Conference. NGMA accepts substitutions — please forward request to conference@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 conference@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 16, 2010.

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 2, 2010. Includes Sessions, Meals, Exhibits, Networking Reception and NGMA Membership (July 1, 2010–June 30, 2011)

Conference Only
5 to 9 registrations – **\$615** per registrant
10 or more registrations – **\$570** per registrant

CONFERENCE (April 27-28) + BOOT CAMP WORKSHOP (April 26)

Includes Sessions, Boot Camp Workshop, Meals, Exhibits, Networking Reception and NGMA Membership (July 1, 2010–June 30, 2011)

Early Registration – \$775 Received before February 19, 2010
 Regular Registration – \$850 Received on or after February 19, 2010

CONFERENCE ONLY (April 27-28)

Includes Sessions, Meals, Exhibits, Networking Reception and NGMA Membership (July 1, 2010–June 30, 2011)

Early Registration – \$655 Received before February 19, 2010
 Regular Registration – \$730 Received between February 19, 2010 and April 12, 2010
 Late Registration – \$795 Received after April 12, 2010

BOOT CAMP WORKSHOP ONLY

Payment must be received no later than April 16, 2010. Workshop Registration Includes Program, Materials & Refreshments.

Grants Management Boot Camp
Monday, April 26 from 1:00-4:00 p.m.
\$145/Member \$185/Non-Member

ONE DAY REGISTRATION

NGMA Membership Not Included with One-Day Registration

Registration – \$415
 April 27 April 28

NGMA NETWORKING RECEPTION (April 26, 5:30-6:30 pm)

Yes, I will attend.

DC AT NIGHT! – PRIVATE BUS TOUR (April 27, 6 pm)

DC at Night! – Private Bus Tour of Washington, DC. – \$35

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