

National President's Letter	2
A History of Quality Training	3
Chicago Firsts	3
A Refocused Training Philosophy	4
34 Years of Growth and Achievement ..	4
Partners for a New Generation in Conference Management	7
Chicago	8
FEW's Regions and Chapters	10
NTP Agency Forum	12
The Unique Relationship Between FEW and FWP	13
Legislative Issues and FEW	14
Travel Tips	15
Message from the NTP Chair	16
Chicago — The Place to Be	16

FEW'S ANNUAL NATIONAL TRAINING PROGRAM MEETS YOUR TRAINING NEEDS

Training has been a major objective of FEW since its inception. Aware that federally employed women needed quality training in career development and help in developing their leadership potential, FEW sponsored its first annual training conference in the summer of 1970 – just two years after its founding. The conference consisted of a keynote address by Kentucky Senator Marlowe Cook and four training sessions. From this beginning, FEW's annual conference has grown to one offering more than 150 workshops and attended by more than 2000 women and men.

The annual training conference remained in Washington DC until 1976 when it was held in San Francisco. The move to a region outside the Washington DC area proved to be successful; for the first time, there were more than 1000 attendees. That year also brought a name change – to the National Training Program (NTP) – to better reflect FEW's emphasis on providing superior training to women in the federal workforce. The NTP has moved from region to region since the mid 1970s having been held throughout the country.

FEW's three primary training objectives have been reflected in the workshops offered at National Training Programs:

- Increasing employees' knowledge of the federal systems, rules and regulations under which they work.
- Helping attendees acquire knowledge of career planning and development techniques.

- Enhancing personal effectiveness and awareness of issues that impact women.

As the NTP evolved, pre-conference training was added in 1974. Both professional management consultants and government agencies provide today's pre-conference training sessions. Each year various federal agencies reach large numbers of their employees by offering special training sessions geared specifically to the mission of the Agency. A popular trend in the agency training has

been to address equal employment opportunity issues including the Federal Women's Program.

The NTP is also the site of several special events including FEW's annual membership meeting, a meeting of the FEW National Board of Directors, and the presentation of FEW National awards. Speakers at past NTPs have included columnist Ellen Goodman, feminist Betty Friedan, former Secretary of the Defense Casper Weinberger, journalist Linda Ellerbee, astronaut Mae Jemison, and OPM Director, Constance B. Newman.

The winners of FEW's national awards are announced and honored at the NTP. Developed in the early 1970s, the program includes three major awards.

- The Distinguished Service Award is given to a person outside the organization who has shown courage and leadership in promoting the goals of FEW. First presented in 1971, recipients include Congresswoman Patricia Schroeder, Elliot Richardson, Bella Abzug, and Alan Alda.
- The Barbara Boardman Tenant Award, named to honor one of FEW's early members, originated in 1974. This award recognized the FEW member who has consistently served the organization in an outstanding manner.
- The Helen R. Dudley Chapter Achievement Award, named for a founding member of FEW, is presented to a chapter to recognize outstanding performance was first presented in 1973.



In 1986, FEW developed five other awards to recognize chapters' outstanding performance in specific areas: programs, membership, fund raising, special project, and newsletter. In 2002, the Regional Achievement Award was added. The inaugural award will be presented to Regional Manager Rhonda Trent and the Southwest Region at the 2002 NTP.

Networking is another important aspect of the NTP. Because of the large number of attendees – women and men – from across the country and overseas, who represent many government agencies, the NTP provides an excellent opportunity for making new contacts and renewing old ones. One popular location for networking is the Exhibit Hall. Exhibits became a part of the NTP in 1974 and have continued through the years. A typical NTP Exhibit Hall contains booths run by government agencies, management and training consultants, FEW chapters and regions, private sector companies with a product line aimed at the federal population, and other vendors.

Now in its 34th year, FEW's National Training Program offers something for everyone. But first and foremost, it offers quality training aimed at helping women reach their full potential and advance in their federal careers.



FEW

P. O. Box 27687
Washington, DC 20038-7687

*Working for
the advancement
of women
in government*

In 1970, futurist Alvin Toffler wrote "The illiterate of the year 2000 will not be the individual who cannot read and write, but the one who cannot learn, unlearn and relearn." Now, well established in the 21st century, we must acknowledge that Toffler was correct. Vital and contributing Federal employees must be able to keep on learning for a lifetime.

The National Training Program (NTP) of Federally Employed Women (FEW) has been refocused and reorganized to provide Federal employees with even greater access to outstanding training opportunities. Workshops and other training will center on the leadership competencies as defined by the Office of Personnel Management. Increased offerings of technical and job-specific training will allow attendees to update skills and perform at maximum levels in the ever-changing Federal environment.

In addition, 2003 marks the beginning of a new way of doing business for FEW. By joining with meetings industry giant Conferon, Inc., FEW has developed a new way of administering the NTP which will provide attendees with an improved product and which will allow us to deliver a 21st century conference.

The 2003 NTP Committee, under the direction of NTP Chair Patt Franc, has already spent considerable time examining the training program of the past and implementing the training program of the future. When the program opens in Chicago, attendees will see changes in the schedule of the conference week, in the exhibit hall, and in the training curriculum in both content and trainers. All of the committee's efforts are focused on providing the attendee with an outstanding NTP experience.

Please mark your calendars and join us in Chicago July 7 – 11, 2003.

Jenifer Bungert

Jenifer Bungert
National President
2000-2002

A History of Quality Training

FEW's first through the sixth annual training conferences were held in Washington, DC. The themes centered on supporting the newly-formed Federal Women's Program. How many of these NTPs did you attend?

NTP/YEAR	NTP THEME	LOCATION
34th NTP 2003	Building Tomorrow's Leaders Today	Chicago, IL
33rd NTP 2002	Magic and Space – Dreams in Progress	Orlando, FL
32nd NTP 2001	Keeping Pace With FEW	Indianapolis, IN
31st NTP 2000	FEW Bridging the Information Gap for Success	New Orleans, LA
30th NTP 1999	Treasures in the Desert	Phoenix, AZ
29th NTP 1998	Leadership Begins Here	Washington, DC
28th NTP 1997	FEW Steps Into the Future	Dallas, TX
27th NTP 1996	Excellence in the Heartland	Kansas City, MO
26th NTP 1995	Summit for Success	Tacoma, WA
25th NTP 1994	Making Monumental Strides To the Top	Washington, DC
24th NTP 1993	Onward to the Future	Las Vegas, NV
23rd NTP 1992	Discover With FEW in '92	Cincinnati, OH
22nd NTP 1991	Reaching New Heights	Denver, CO
21st NTP 1990	Foundation for the FEWture	San Antonio, TX
20th NTP 1989	Bridge to the Future	Memphis, TN
19th NTP 1988	Star Spangled FEWture '88	Baltimore, MD
18th NTP 1987	Gateway to Success	St. Louis, MO
17th NTP 1986	FEW - Hitch Your Wagon to A Star	Las Vegas, NV
16th NTP 1985	Gearing Up For Success	Detroit, MI
15th NTP 1984	Women + Women = Power	Washington, DC
14th NTP 1983	No Ka Oi Means The Best	Honolulu, HI
13th NTP 1982	FEW Has Many Missions	San Antonio, TX
12th NTP 1981	Racing to The Top	Indianapolis, IN
11th NTP 1980	FEW Is Your Capitol Gain	Washington, DC
10th NTP 1979	FEW Building For The Future	Seattle, WA
9th NTP 1978	FEW Is Moving Mountains	Denver, CO
8th NTP 1977	FEW Full Equality for Women	Washington, DC
7th NTP 1976	The Bicentennial Woman Mission Possible	San Francisco, CA

FUTURE NTP SITES:

2004 - Nashville, TN
2005 - Reno, NV

2006 - Atlanta, GA
2007 - Washington DC

Chicago firsts

Chicago produced the first...

- Roller skates, 1884
- Steel-framed skyscraper, 1885
- Elevated railway, 1892
- Cracker Jacks, 1893
- Zipper, 1896
- Window envelope, 1902
- Hostess Twinkie, 1930
- Pinball game, 1930
- Blood bank, 1937
- Rotary Club, 1905
- All-Star baseball game, 1933
- Malted milkshake, 1922
- Automated bread factory, 1910
- Spray paint, late 1940s
- Comprehensive municipal Plan, 1909
- Mail order business, 1872
- American Nobel Prize-winner, 1907
- Controlled atomic reaction, 1942
- Planetarium in W. Hemisphere, 1930
- Municipal Cultural Center, 1897
- Zoot suit, 1920s
- Car Race, 1895
- Oscar Mayer "Wienermobile," 1936
- Cafeteria, 1895
- U.S. meat slicer, 1909
- Daytime TV soap opera, 1949

■ FEW NTP, 2003



A Refocused Training Philosophy

The Federal employment environment is changing as it reacts to advances in technology, increased emphasis on results and rising expectations of service. The Federal employee is also metamorphosing to meet the demands of the changing environment. Federal employees are looking for more opportunities for professional development, becoming more diverse, and expecting more flexibility and support in the workplace. Discussions throughout the Federal agencies indicate an awareness of the supreme value of human capital, the challenges associated with competency building and the need to develop the capacity and expertise of the current workforce.

As human resource management is reshaped, government agencies will move forward to recruit, manage, and retain the best people to meet their missions. To this end, it becomes increasingly important to ensure that their employees have the skills necessary to meet these challenges.

A refocusing of the training curriculum of the National Training Program (NTP) will allow us to provide a unique opportunity for government employees to meet the challenges of the evolving workplace. Training tracks will provide a

new tool for attendees to develop the characteristics and competencies essential to the new leadership culture in the Federal Government.

In 2003, the NTP will offer training in tracks that support the development of valuable skills. Among those tracks are:

- Human Capital Management
- Diversity — A Business Necessity
- Mentoring & Career Development
- Supervisory & Leadership Skills
- Procurement & Contracting
- Congressional Interaction
- Technology & Technical Skills

NTP courses are consistent with the training philosophy of the U. S. Office of Personnel Management (OPM). Based on extensive research of government and private sector executives, OPM has identified the personal and professional attributes required of outstanding leaders — Leadership Competencies. The NTP endorses the need for these skills by aligning its course offerings to ensure that these core competencies are addressed. Experts from the Federal training community will facilitate workshops and present training sessions at the 2003 NTP.

Attendees will have an opportunity to expand their knowledge on the basic core competencies of effective leadership. This curriculum includes human relations, managing and valuing diversity, communicating successfully, basic

team development and leadership, interpersonal skills, effective leadership dynamics, and creative problem solving. Competencies addressed include flexibility, resilience, vision, conflict management, accountability, technical credibility, leveraging diversity, financial management, and partnering. Training and networking at the NTP also provides attendees with the opportunity to share experiences with a group of people who have similar responsibilities and challenges in a wide variety of governmental settings.

Your attendance will assist your agency in managerial succession planning through early development of current and future managers and leaders. The potential of future success is increased when individuals acquire the necessary proficiency required for promotion into supervisory or leadership positions. Attendees will return to their agencies with increased enthusiasm for their leadership role and the knowledge and tools to make more confident and effective contributions.

The NTP is open to all Federal, military, public and private employees and retirees, including managers and supervisors. The training provided is ideally suited for participants in Upward Mobility, Leadership Development, and Supervisory programs to use for their continuous learning and development.

34 Years of Growth and Achievement

In the 34 years since the incorporation of Federally Employed Women (FEW), the organization has evolved from an idea to an international organization. FEW's accomplishments and activities have impacted the Federal workplace and contributed to improved working conditions and increased potential for women.

1968

Thirteen women, all recognizing the need to establish equal opportunities for women in federal employment, joined together in establishing "Too FEW — the Organization of Federally Employed Women." They elected a steering com-

mittee and began the nuts-and-bolts work of making their vision a reality. Steve Harrison, FEW's first male member, installed Allie Latimer, FEW's first President.

1969

While focusing on publicity and organizing chapters, FEW sent a telegram to President Nixon seeking his continued commitment against sex discrimination in all Equal Employment Opportunity policy. FEW published its first newsletter — FEW Facts — which later became FEW's News and Views. President Daisy Fields presided over the Griddle Iron

Party at which the first annual Undistinguished Service Award was presented to Daniel Patrick Moynihan.

1970

This year saw the establishment of FEW's first 12 chapters beginning with the Central Cincinnati Chapter. The first Annual Training Conference was held in Washington DC. An Associate Membership was established to involve concerned members of the community who were not Federal employees. FEW held an ERA rally on the 50th anniversary of women winning the vote proclaiming August 26 Federal Women's Day.

1971

The organization expanded to 20 chapters and appealed to women in the lower grade levels by showing support for their concerns. FEW issued *The ABCs of Your Job — A Handbook of Personnel Matters*. Under the leadership of President Esther Lawton, a job referral service was established. FEW awarded its first Distinguished Service Award to Elizabeth Koontz, Director of the Women's Bureau.

1972

FEW expanded the Board of Directors meetings to four times a year to be held in conjunction with a day-long training program. The Helen R. Dudley Chapter Achievement Award was established. The *ABCs of Your Job* met with such success that it was copyrighted. FEW was asked to work with the Federal Communications Commission on its Affirmative Action Program established as part of their licensing renewal procedures.

1973

FEW established eleven regions that parallel those used by the Civil Service Commission (plus a DC Metropolitan region) and President Priscilla Ransohoff appointed the first five Regional Coordinators. FEW established a Policy and Long Range Planning Committee. The first overseas chapter was established in Okinawa and the first Helen R. Dudley Award was presented to the DC Charter Chapter. FEW supported the Flexible Hours Employment Bill.

1974

The Barbara Boardman Tennant Award was awarded for the first time to Daisy Fields. FEW testified on the Health Services Act of 1974 seeking a National Center for the Prevention and Control of Rape. The DC Charter Chapter of FEW filed a third party sex discrimination complaint against the Government Printing Office. A US Circuit Court of Appeals ruled that federal employees can sue their bosses for discriminatory treatment.

1975

First Lady Betty Ford accepted an Honorary FEW membership and Alan Alda earned the Distinguished Service Award. FEW succeeded in pushing the FBI to drop its minimum height requirement of 5'7". Title IX of The Education

Amendments of 1972 went into effect barring sex discrimination in federally assisted programs that serve federal employees. For the first time, FEW's national election was conducted by mail.

1976

FEW established a Speaker's Roster; a Past President's Task Force, a Life Membership, and 33 additional chapters. Work began on a sister organization — the FEW Legal and Education Fund (FEW LEF) — to assist individuals in cases of discrimination. The annual training conference changed its name and moved to the west coast. FEW President Janice Mendenhall became the Civil Service Commission's Director of the Federal Women's Program.

1977

Now 176 chapters strong, FEW celebrated Women's Equality Day by joining in a parade down Pennsylvania Ave. The Board of Directors resolved not to hold training programs in states that had not yet ratified the Equal Rights Amendment. Mae Walterhouse, National President, worked with other women's organizations to establish an Ad Hoc Coalition to give input to the Carter Administration. Edith Tebo became FEW's first lifetime member.

1978

FEW established an Advisory Council of individuals concerned with the advancement of women to make recommendations to the Board of Directors. Statistics showed that 56% of working age women were employed outside the home. FEW testified on Civil Service Commission Reforms urging modifications to ensure equity for women. FEW goals included an extension for ERA ratification and Veteran's Preference Act modifications.

1979

FEW established the Coalition for Constructive Modification of Veteran's Preference and hired its first Congressional Liaison. FEW set up a Compliance Network on all levels to monitor Federal Agencies' EEO and Affirmative Action Programs. A bylaws change established the office of Executive Vice President. President Dorothy Nelms testified in Congressional hearings on sexual harassment in the Federal sector.

1980

FEW joined the Steering Committee of the National Committee on Pay Equity and worked with federal employee unions on the issue of contracting out. FEW picketed Playboy's recruitment of "Women in Government" and sponsored a First Ladies Reception to raise funds for ERA. FEW's Board of Directors unanimously supported the inclusion of women in registration for military service to strengthen our position for equal rights.

1981

FEW-LEF established The Mary Pinkard Leader in Federal Equity Award and participated in the Combined Federal Campaign. FEW joined with other organizations to form the Coalition for Women's Appointments to recommend qualified candidates for federal appointment. FEW contributed a quilted emblem that became part of The Dinner Party exhibit's International Quilt by Judy Chicago. Betty Friedan addressed the NTP banquet.

1982

FEW members across the nation rallied for ERA. After the bill's deadline expired, the campaign "A New Day: Beyond the ERA" was launched to reintroduce the Amendment. FEW joined the Public Employees Roundtable to help improve the image of government employees. Marylouise Uhlig became the first FEW President to make an official visit to a foreign country and to give birth while in office (to Samantha Barrie Uhlig).

1983

FEW's tax status changed to 501(c)(3) allowing tax deductible contributions and launched its first Endowment Drive. The National Membership Contest slogan was "If your future is not becoming to you then you should be coming to FEW." FEW set a goal to involve more individuals with disabilities. An Executive Order attempted to bar CFC participation of any advocacy group seeking to influence elections or public policy.

1984

FEW wrote a letter of support for a Congressional bill to study child care options for federally employed parents. The FEW National Advisory Council recommended participation in a voting

drive; FEW responded by joining the Women's Vote Project and FEW members across the nation registered more than 10,000 new voters. President De Burton was appointed to head OPM's Women's Executive Leadership Program.

1985

While FEW met in Detroit, A World Conference on Women was held in Nairobi to conclude the UN Decade for Women. FEW established a new three tier legislative agenda with the Equal Rights Amendment as an overall priority. FEW President Marie Argana and other officers met with OPM Director Donald Devine to discuss issues of concern to all federally employed women.

1986

FEW testified in support of parental leave and participated in a press conference expressing commitment to passage of the Pay Equity Act. Congress finally approved a new retirement system (FERS) for federal employees hired after 1983. President Freda Kurtz was appointed as FEW's representative on the Employee Thrift Advisory Council of the Federal Retirement Thrift Investment Board.

1987

ERA was reintroduced into the 100th Congress. FEW supported introduction of the Economic Equity Act. National Office relocated to 1400 Eye Street, Washington DC and FEW-LEF closed its headquarters to conserve financial resources. The Supreme Court ruled that Affirmative Action Plans for advancement of women are Constitutional. FEW produced its first video, "Balancing the Scales of Equality."

1988

FEW testified before the House Education and Labor Subcommittee on Employment Opportunities on Equal Employment Opportunity in the federal government and participated in the first Women' Agenda conference in Des Moines, Iowa. Congress overrode a Presidential veto of the Civil Rights Restoration Act. FEW celebrated its 20th birthday at a Capital Hill reception and at the NTP banquet in Baltimore.

1989

For the first time, FEW's Southeast Region hosted the NTP in Memphis, Tennessee where the Board of Directors approved a

new credit card program for members. FEW struggled through major staff changes, but chartered six new chapters. President Dorothy Spinks presented the FEW LEF Mary D. Pinkard award recognizing Pamela Doviak Celli for her landmark discrimination case against the Department of the Navy.

1990

In March, the first of a successful series of Legislative Breakfasts of the Hill featured Congressman Steny Hoyer. FEW testified before the House Subcommittee on Human Resources on the ineffective use of contracting out which targeted occupations held predominantly by women and people of color. OPM Director Constance B. Newman met with the FEW Executive Committee and signed a relationship agreement between OPM and FEW.

1991

After 13 years, FEW returned to the Rocky Mountain Region for the 22nd National Training Program in Denver and the first "NTP Special Issue" of FEW's News and Views was published. FEW President Jean Christiansen signed an updated relationship agreement with OPM Director Constance B. Newman.

1992

Following a survey of its membership, FEW took steps to address member concerns and unveiled a new membership recruitment brochure. FEW mourned the death of its fourth national president Priscilla Ransohoff. *Combating Sexual Harassment*, became an overnight best seller. It was released coincidentally with the Senate hearings on allegations of sexual harassment by Supreme Court nominee Clarence Thomas.

1993

FEW led coalition efforts to monitor a General Accounting Office study designed to identify sex- and race-based discrimination in the General Schedule pay and classification system and develop comprehensive pay equity legislation for workers in the public and private sectors. President Carolyn Kroon led FEW in its return to Las Vegas for the NTP. FEW's 25th Anniversary Committee designed a commemorative pin, hosted a Capitol Hill reception and led an anniversary songfest at the NTP.

1994

As the NTP committee prepared to welcome attendees to Washington DC, FEW testified before the House Post Office and Civil Service Subcommittee on Compensation and Employee Benefits on expanding the use of sick leave. Merrill Lynch joined FEW in a new investment program for members.

1995

A special Task Force surveyed members on the impact of reductions-in-force. Members around the world mourned the loss of two FEW sisters in the bombing of the Alfred P. Murrah Federal Building in Oklahoma City. As FEW made plans to commemorate the 75th Anniversary of Woman Suffrage, the Pacific Northwest Region prepared to host the 26th National Training Program in Tacoma, Washington. Janie Taylor was elected National President for a two-year term.

1996

FEW joined forces with federal labor unions and employee associations in fighting off several attempts to reduce employee benefits programs. Congressional leaders stepped up assaults on affirmative action programs, FEW voiced its support for the programs at numerous press conferences hosted by national women's organizations. With training funds limited by budget reductions, the Mid-Continent Region worked hard to ensure success at the 27th NTP in Kansas City, Missouri.

1997

Under the direction of President Dorothy Nelms, the FEW National Office space was extensively remodeled. FEW's Legal Awareness Program was added as a member benefit. FEW's News and Views took on a more professional appearance with a change in layout and format. The Southwest Region hosted the 28th National Training Program in Dallas, Texas.

1998

An Awards Banquet was held on April 30, at which the Federal Woman of the Year award was presented to the Honorable Donna Shalala, Secretary of Health and Human Services. FEW's leadership structure was modified, enhancing the importance of diversity and membership.

FEW's 29th National Training Program was held in Washington DC.

1999

FEW President Jeanette Miller signed an updated relationship agreement with OPM Director Janice Lachance. Phoenix was the site of the 30th National Training Program. The National Office was closed and FEW entered into a sublease agreement with a local business.

2000

FEW continued to actively support the National Coalition for Equity in Public Service and our coalition partners Blacks in Government, Federal Asian Pacific American Council, and National IMAGE. The Southwest Region hosted the 31st National Training Program in New Orleans.

2001

A new program, instituted by President Jenifer Bungert, delivered training in the duties and responsibilities of serving as a member of a national non-profit board to elected and appointed National officers and Regional Managers. FEW contracted with Avalon Data Systems to update and manage the National membership database and support a program of improved service to members. Indianapolis was the site of the 32nd National Training Program, hosted by the Great Lakes Region.

2002

FEW entered into a long-term contractual agreement with nationally recognized conference management company, Conferon, Inc. As partners, FEW and Conferon have pledged to work together to insure the success of the NTP well into the future. The Southeast Region's Space Coast Chapter and NASA, John F. Kennedy Space Center co-hosted the 33rd National Training Program in Orlando. The 35th Anniversary Committee was appointed and charged with planning a gala celebration.



Partners for a New Generation in Conference Management



Who is Conferon, Inc.? Conferon is the industry's leading independent meeting planning provider. Conferon is pleased to be a partner with FEW and we'll be teaming up in Chicago to make your meeting experience the best ever.

For more than thirty years, we've been producing high-quality meetings for companies and trade associations throughout the country. Our Code of Ethics spells out in detail how we work to build trust and respect among all parties in every transaction. But it takes more than words on the wall to deliver the excellence that has made us an industry leader. We believe we're unique in the quality of our people and the extent of their commitment to fairness. It's the rock on which we've built our business.



Corcoran Conferon Expositions (CCE) was created in 1998 by Corcoran Expositions, Inc., which has been professionally organizing expositions since 1990, and Conferon, Inc., the largest meeting planning firm in the United States, in business since 1970.

CCE is a tradeshow and corporate sponsorship marketing group that works to create and execute sales plans that build exhibit sales. CCE is very strong in the area of new booth sales. Many of the shows that CCE started with were in a turnaround situation and the experience that we gained by testing several sales techniques to boost sales have benefited all of our customers. CCE organizes and markets exhibit space in multiple industries, including high tech, business, education, foodservice, healthcare, sports, and others tailored to each clients' individual needs.

CCE's approach to successful tradeshow includes having a "team" approach of experienced professionals who work on each event. CCE is a Chicago-based tradeshow marketing group that currently markets or manages approximately thirty (30) expositions. Our staff is comprised of more than two dozen tradeshow professionals who work to develop new ways to produce outstanding shows.



Marketing Resource Associates (MRA) is pleased to be joining with FEW and the 34th NTP program in Chicago in 2003. To have a successful meeting, convention or tradeshow, you must excel at achieving participation in the event. MRA's job is to help FEW reach and exceed its marketing communications goals so that more and more Federally Employed Women, sponsors, and exhibitors attend the meeting each year.

Our dedicated team of professional marketers, copywriters and graphic designers comes from publishing, tradeshow and association backgrounds and our expertise is creating on-target promotional programs for meetings, conventions, tradeshow, annual meetings and user groups. We look forward to working with FEW to create an outstanding program that will get YOU to Chicago! Be sure to watch your mail for information about FEW's 2003 NTP!

So look for us all in Orlando, Chicago and beyond. We'll all be there with you at the sessions, the trade show, the special events, whenever and wherever — that's how we got to be the best in the business.

CHICAGO

Something for

Everyone

Chicago is a city of world-class status and unsurpassed beauty, drawing visitors from around the nation and the globe. Located on the shores of Lake Michigan in the heart of the Midwest, Chicago is home to the blues, world-championship sports teams, an internationally acclaimed symphony orchestra, spectacular live theater, celebrated architecture, thousands of restaurants, a galaxy of museums and an array of shopping!

RESTAURANTS

Once in Chicago, you'll never have to worry about finding a place to eat! Chicago features more four-star restaurants than any other city in the country and thousands of others that offer culinary favorites to suit every taste, every budget, every mood and virtually every type of person. Whether you prefer Chicago-style hot dogs or a burger, fried clams or smoked ostrich, pierogies or pizza, you're sure to find a restaurant to your liking in Chicago!

Soul food, Italian, Chinese, French, Japanese, Mexican, Asian, or Spanish, Chicago offers a virtual United Nations of eating choices. Ethnic neighborhoods such as Chinatown, Greektown, West Rogers Park, and Pilsen are among those offering tempting tastes from around the world. You'll also find such cuisine as Afghan, Ethiopian, Cajun, Persian, Vietnamese, Guatemalan, Bohemian, Lithuanian and Thai among many others.

Chicago is also proud to be home of award-winning restaurants and world-renowned chefs, as well as home to deep-dish pizza...one of Chicago's most important culinary contributions to 20th-century culture!

When you come to Chicago, come hungry! And, always save room for dessert!

MUSEUMS

Chicago is world-renowned for its diverse collection of museums, which explore a variety of subjects including Chicago history, art, African-American culture, astronomy, natural history and much more.



Those visiting Chicago should plan on spending time at Chicago's Museum Campus. The scenic park conveniently joins the Adler Planetarium & Astronomy Museum, the Shedd Aquarium & Oceanarium, and the Field Museum of Natural History with easy access to all three locations.

The Shedd Aquarium offers the world's largest array of more than 8,000 aquatic mammals, reptiles, amphibians, invertebrates and fish. The Shedd's magnificent Oceanarium is the world's largest marine mammal pavilion and is home to Beluga whales, dolphins, Alaskan sea otters, seals and penguins.

After exploring the oceans, attendees can gaze up at the heavens in the nearby Adler Planetarium & Astronomy Museum. Guests can lean back and relax as the planetarium sky show takes them on a journey into outer space, or, visit the

Field Museum where mummies, Egyptian tombs, Native American artifacts, and dinosaur skeletons are on display and awaiting your arrival!

Other Chicago museums you may want to visit include the Chicago Historical Society (the city's oldest cultural institution), the Museum of Science and Industry, the DuSable Museum of African-American History, the Art Institute of Chicago (one of the world's leading art museums), the Museum of Contemporary Art, the Museum of Contemporary Photography, and the Chicago Cultural Center.



ATTRACTIONS

In addition to world-renowned museums, Chicago is home to a variety of spectacular attractions including Navy Pier...the city's lakefront playground. Navy Pier offers visitors a unique blend of family-oriented attractions from the quiet, serene setting of the Crystal Gardens to the magnificent beauty of the Smith Museum of Stained Glass Windows. The Pier also boasts the 150-foot high Ferris wheel, a musical carousel, the Chicago Children's Museum, a variety of restaurants and the Chicago Shakespeare Theater.

Other attractions that you won't want to miss include Buckingham Fountain at Grant Park, the Hancock Observatory, and the Sears Tower Skydeck.

SHOPPING

A visit to Chicago would be incomplete without a shopping spree!

Shopping in Chicago began on State Street (that great street!) with the opening of the original Marshall Field's Department store in 1852. Today, shoppers at Field's flagship store will find an outstanding selection of men's and women's apparel, an extensive housewares department, several fine restaurants, a food court and a visitor center. State Street is also home to another famous Chicago department store, Carson Pirie Scott, where customers are drawn into the entrance of the store by the ornate ironwork designed by Chicago architect Louis Sullivan in 1899.

A shopping spree must include a visit to the famed "Magnificent Mile," which runs along Michigan Avenue from Oak Street to the Chicago River. Amidst department store giants, Marshall Field's, Neiman Marcus, Lord & Taylor, Saks Fifth Avenue and Bloomingdale's, are hundreds of specialty shops and boutiques offering goods from around the world. Oak Street, just west of Michigan Avenue, is a boutique shopper's dream with such stores as Ultimo, Gianni Versace and Giorgio Armani.

An abundance of shopping can also be found at Water Tower Place, the 900 North Michigan Avenue Shops, Chicago Place Shopping Center, Navy Pier, dozens of Chicago neighborhoods and "The



"Shops at the Mart" located at Chicago's Merchandise Mart.

ARCHITECTURE

Visitors from around the world come to Chicago, the birthplace of the modern building, to admire its architectural marvels. From historic landmark buildings to contemporary technological masterpieces, Chicago is built of the unique and innovative designs that have shaped American architecture. The city is a living museum of architecture thanks to the work of such greats as Daniel Burnham, Louis Sullivan, Frank Lloyd Wright, Ludwig Mies van der Rohe, Helmut Jahn and hundreds of others.

Chicago is home to the world's first skyscraper designed by William Le Baron Jenney in 1885. Although the Home

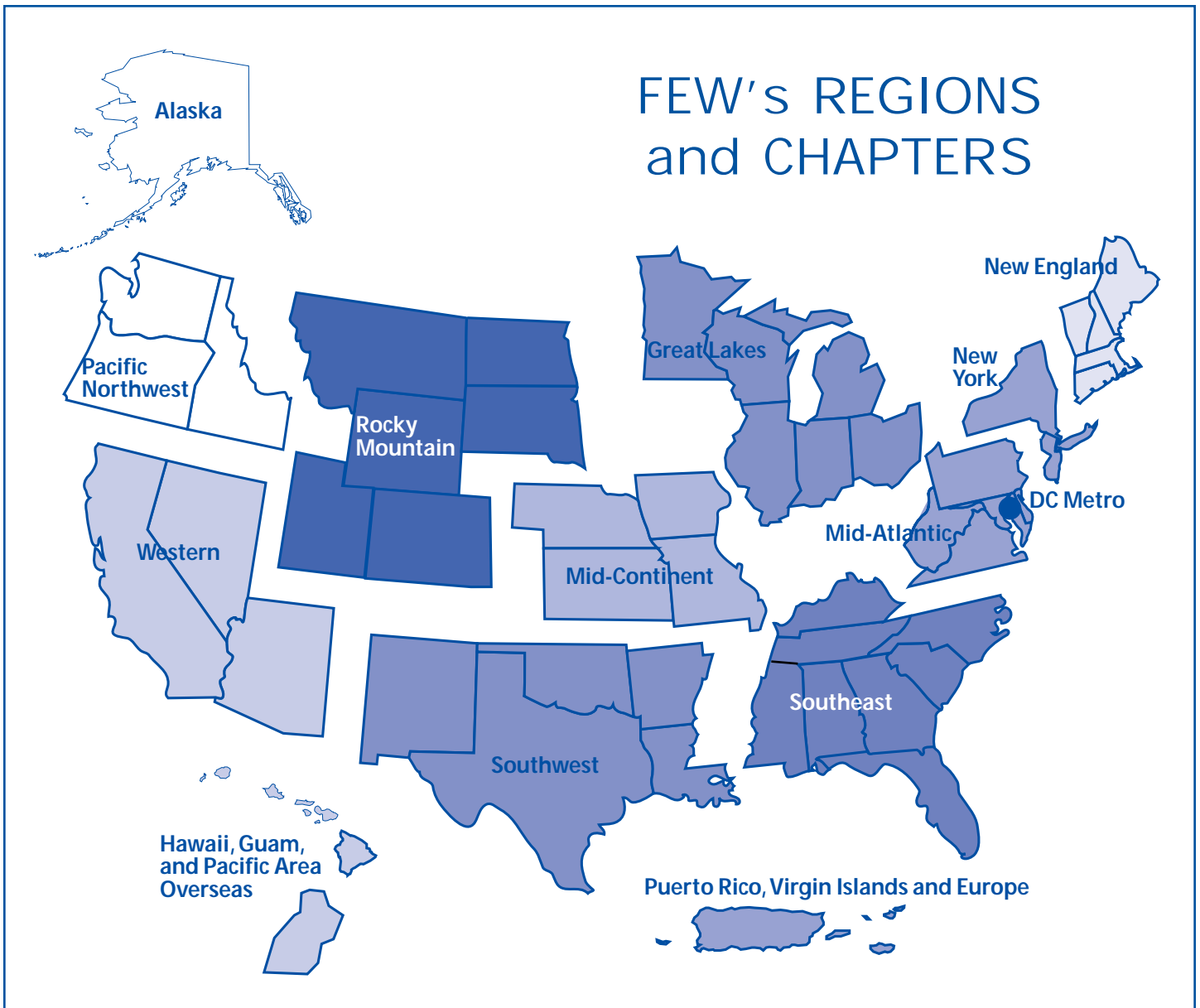
Insurance Building no longer stands, today Chicago is also home to three of the world's 10 tallest buildings including the Sears Tower, which opened in 1974. Other city landmark buildings include the Chicago Cultural Center- completed in 1897 in the Beaux Arts style, Adler and Sullivan's 1889 Auditorium Building, and the Art Deco era Chicago Board of Trade Building, designed by Holabird and Root in 1929.

To learn more about Chicago's acclaimed architecture, the Chicago Architecture Foundation offers more than 50 walking or bus tours, conducted by knowledgeable guides. If you'd rather sightsee by boat, an architectural boat cruise on the Chicago River shows bridge houses and Loop skyscrapers from a wonderful vantagepoint. If you prefer a self-guided tour, "Audio Architecture," a taped walking tour of the Chicago Loop, is available for rental from the Chicago Office of Tourism at the Chicago Cultural Center.

Chicago truly is the great American City...from stunning architecture and world-famous museums to lakefront parks and vibrant ethnic neighborhoods, Chicago offers a range of attractions that keep visitors coming back again and again!



FEW's REGIONS and CHAPTERS



NEW ENGLAND REGION

Massachusetts

- Greater Boston Chapter, Boston

NEW YORK REGION

New Jersey

- Fort Monmouth Chapter, Neptune
- Picatinny Arsenal Chapter, Picatinny

New York

- New York Metro Chapter, New York
- Brookhaven Chapter, Upton

MID-ATLANTIC REGION

Maryland

- B.W. Meade Chapter, Baltimore
- Maryland Tri-County Chapter, Edgewood

Pennsylvania

- Almech Chapter, Mechanicsburg
- Carlisle Chapter, Carlisle
- Margaret C. Corbin Chapter, Chambersburg
- Philadelphia Chapter, Philadelphia

Virginia

- Dahlgren Chapter, Dahlgren
- Fort Norfolk Chapter, Norfolk
- Peninsula Chapter, Newport News

SOUTHEAST REGION

Alabama

- Montgomery Chapter, Millbrook
- Muscle Shoals Chapter, Muscle Shoals
- North Alabama Chapter, Huntsville

Florida

- Parrot Bay Chapter, Ft. Lauderdale

- Pensacola Area Chapter, Pensacola
- Space Coast Chapter, Kennedy Space Center

Georgia

- Garden City Chapter, Fort Gordon

Kentucky

- Derby City Chapter, Louisville

Mississippi

- Bayou Chapter, Gulfport
- Magnolia Chapter, Pascagoula
- River City Chapter, Vicksburg

South Carolina

- Charleston Chapter, Charleston Heights
- Savannah River Chapter, Jackson

Tennessee

- Oak Ridge Chapter, Oak Ridge

West Virginia

- Frances Gage, Parkersburg

GREAT LAKES REGION

Illinois

- Windy City Chapter, Chicago

Indiana

- Fall Creek Chapter, Indianapolis
- Hoosier Hills Chapter, Crane

Michigan

- Great Lakes Chapter, Warren

Ohio

- Central Cincinnati Chapter, Cincinnati
- Equalitarian Chapter, Columbus
- Miami Valley Chapter, WPAFB
- North Coast Chapter, Cleveland

MID-CONTINENT REGION

Illinois

- Mid America Chapter, Scott AFB

Iowa

- Carrie Chapman Catt Chapter, Ames

Kansas

- Kansas Sunflower Chapter, Topeka

Missouri

- Heart of America Chapter, Kansas City

Nebraska

- Willa Cather Nebraska Chapter, Omaha
- Nebraska Heartland Chapter, Lincoln

SOUTHWEST REGION

Arkansas

- Bluff Center Chapter, Pine Bluff
- Central Arkansas Chapter, Little Rock

Louisiana

- Central Louisiana Chapter, Fort Polk
- Greater New Orleans Chapter, New Orleans

New Mexico

- Three Crosses Chapter, White Sands Missile Range
- Zia Chapter, Albuquerque

Oklahoma

- Greater Oklahoma City Chapter, Oklahoma City
- Tinker Chapter, Oklahoma City

Texas

- Alamo City Chapter, San Antonio
- Austin Chapter, Austin
- Dallas Area Chapter, Dallas
- Fort Sam Houston Chapter, San Antonio
- Greater Houston Chapter, Houston
- Mission Trails Chapter, San Antonio
- Security Hill Chapter, San Antonio

ROCKY MOUNTAIN REGION

Colorado

- Columbine Chapter, Colorado Springs
- High Plains Chapter, Aurora
- Rocky Mountain Chapter, Lakewood

Utah

- Promontory Chapter, Ogden
- Wasatch Chapter, Salt Lake City

WESTERN REGION

California

- Central Coast of California Chapter, Monterey
- East Bay Chapter, Oakland
- So Co FEW Chapter, Laguna Hills
- San Diego Chapter, San Diego

Hawaii

- Aloha Chapter, Waipahu

Overseas - Pacific Area

- Honshu Chapter, Japan
- Okinawa Coral Reef Chapter, Okinawa

PACIFIC NORTHWEST

Oregon

- Willamette Valley Chapter, Albany

Washington

- Cascade Chapter, Seattle
- Olympic Peninsula Chapter, Bremerton
- Rainier Chapter, Lakewood
- Whidbey Island Chapter, Oak Harbor

DC METRO REGION

District Of Columbia

- Charlotte Moore-Sitterly Chapter
- DC Charter Chapter
- Equity Chapter
- Federal Triangle Chapter
- Judiciary Square Chapter
- Latimer Chapter
- New Horizons Chapter
- Northwest DC Chapter
- Potomac Palisades Chapter
- Progressive DC Chapter
- Upper Northwest Chapter
- Women of Energy Chapter

Maryland

- Adelphi Chapter, Beltsville
- Bethesda Chapter, Bethesda
- New Carrollton FEW Chapter, New Carrollton
- Parklawn Chapter, Rockville
- Patuxent River Chapter, Patuxent Naval Air Station
- Seas and Skies Chapter, Silver Spring
- Southern Maryland Chapter, Ft. Washington

Virginia

- Crossroads Chapter, Alexandria
- Northern Virginia Chapter, Falls Church
- Pentagon I Chapter, Arlington

Building Better Leaders

You've said "Yes!" to registration at FEW's 33rd National Training Program in Orlando. Now's the time to go one step further and say "Yes!" to membership in FEW. If you are already a member, you can join the ranks of those who have made a lifetime commitment with life membership. Stop by the National FEW booth in the Exhibit Hall for membership information.

Agency Forums – *A Great Way to Start*

For many years, departments and agencies have successfully hosted pre-conference forums or meetings in conjunction with FEW's NTP. These forums afford agencies an opportunity to bring staff together from across the county and overseas to discuss issues of nationwide importance to similarly minded groups.

Background: Agencies can host a one or two day event on Monday and/or Tuesday preceding the NTP. Some agencies or bureaus host a one day meeting followed by a one day Departmental Forum that combines all individual agency/bureau participants. For example, the Forest Service, Food and Nutrition Service, Food Safety and Inspection Service, Natural Resource and Conservation Service, et al, may hold individual one day meetings on Monday, followed by a combined all-USDA meeting on Tuesday. The Department of Defense and all of its components have used this format very successfully for many years.

Purpose of a Pre-Conference Forum: Meetings provide agencies an opportunity to update EO personnel on agency policies and procedures, provide feedback on action items in their Affirmative Employment Plans, identify problems and develop workable solutions in Special Emphasis programs, introduce new Headquarters and field staff to each other, provide a forum to discuss concerns in the field, and network with their counterparts from throughout the United States and abroad.

Target Audience: An Agency Forum ideally brings together headquarters and field Civil Rights (CR) and Equal Opportunity (EO) staff, the Directors of CR/EO, full-time and collateral duty Federal Women's Program Managers and other Special Emphasis Managers including Hispanic Employment Program Managers, coordinators for programs for individuals with disabilities, human resource staff, agency line managers and

supervisors and others who have an interest in the subject areas being addressed at the forum.

Other Benefits: Agencies can combine these forums with the NTP resulting in savings in travel, as many of the individuals listed above are already at the meeting site to attend the NTP. The meeting format offers participants an opportunity to meet face-to-face, an invaluable benefit in today's work climate of limited travel and heavy dependence on technology for communication.

Various Formats: Some agencies use the meeting time to update their staff on internal regulations, policies and procedures. Others also contract with trainers to present specific topics related to equal opportunity, program management, and program plan reporting. Many agencies invite their top level management staff to attend and present information on their support of Federal EO/AE programs.

Planning Required: Following is a brief checklist to assist agencies in planning a pre-conference forum.

1. Designate a coordinator for the meeting. If the meeting will bring together staff from across the country, designating a contact at the headquarters levels works well. October 2002
2. Decide on timeframes, and focus for the meeting – training, updates on agency policies and procedures, special staff conferences, formulating new directions, etc. October-December 2002
3. Contract with private consultants or trainers as needed. January 2003
4. Work with other Federal agencies to have their employees make presentations at the pre-conference meeting e.g. EEOC, NLRB, OPM, MSPB, etc. January 2003
5. Work with the NTP Agency Forum Coordinator to reserve meeting room space and other meeting needs. January 2003

6. Provide information to headquarters and field personnel about the meeting logistics, dates, times, etc., lodging information, what kind of pre-meeting preparation is needed, whether any background materials will be needed for use during the meeting. March 2003.

Four Things That Every Woman Should Do Every Day

1. Do something for yourself — in particular, something to improve your self-esteem and to motivate yourself.
2. Do something for another woman — perhaps a note of congratulations for a job well done sent to a colleague, friend, or family member, or even a simple word of encouragement.
3. Do something for a woman not on the "team" — let her see the benefits that can be realized from working together.
4. Do something to support all women everywhere — buy quality products from a company owned/managed by a woman, avoid buying from a company whose treatment of women is not satisfactory or whose advertising demeans women.

The Unique Relationship Between Federally Employed Women (FEW) and the Federal Women's Program (FWP)



FEDERALLY EMPLOYED WOMEN

Federally Employed Women is a private, non-profit membership organization, and is concerned with many of the same issues that are administered and addressed by the Federal Women's Program.

FEW and FWP are not in conflict because their mutual goals and objectives are formulated to eliminate sex discrimination and address issues impact-

ing the career advancement of women in federal service.

Anyone may join FEW as a member by paying annual dues. FEW has local chapters around the world and is governed by a National Board of Directors elected by the membership.

As a private organization, FEW works as a constructive pressure group to improve the status of women employed by the Federal government. This includes lobbying on Congressional legislation, meeting with management officials in agencies to demonstrate support of the FWP, encouraging officials to support the program, and obtaining information on the effectiveness of the agency's FWP at

the national and local levels.

FEW is not a labor organization and does not "represent" employees. However, FEW officers can meet with management officials to discuss matters that fall within their field of expertise.

Managers and EEO officials may join FEW and may hold chapter, regional or national office. There is no conflict between being an employee of the Federal government, automatically covered by the FWP, and joining FEW. In fact, many find membership in professional organizations like FEW to be a career-enhancing affiliation.



THE FEDERAL WOMEN'S PROGRAM

The Federal Women's Program (FWP) was established in 1967 when President Lyndon B. Johnson signed Executive Order 11375 that added sex as a prohibited form of discrimination. The Federal Women's Program (FWP) has a primary responsibility to identify barriers to the

hiring and advancement of women and seeks to enhance Federal employment opportunities for women in every area of Federal service. Guidance for the Federal Women's Program was originally provided by the Civil Service Commission (now OPM). In 1978 the Civil Service Reform Act transferred program responsibility to the EEOC and the FWP is an integral part of the overall Civil Rights/Equal Opportunity program.

Each Federal agency has at least one Federal Women's Program Manager (FWPM), and many agencies have established an FWP network of managers, rep-

resentatives and committees throughout their headquarters and field locations.

The FWPM acts as the agency's contact point, source of information, and as an advisor to the head of the agency in matters involving the employment and career advancement of women. In field locations, FWPMs may also be appointed and serve in a similar role or as an extension of the National FWPM on a regional or local level. All federal employees are served by the Federal Women's Program and there is no formal membership.

WORKING TOGETHER

National FEW, through its Executive Committee, maintains a relationship with OPM, the Equal Employment Opportunity Commission (EEOC) and Department and Agency Heads providing input as requested or appropriate on all personnel policies and affirmative actions to promote equal employment. The most important relationship is the one with the Federal Women's Program. FEW was the major pressure group for the imple-

mentation of this program in the Federal Government. In 1970, only six agencies had full time Federal Women's Program Managers, even though the program was begun in the Federal Government in 1967. A relationship agreement signed by the FEW National President and the Director of OPM describes the objectives and goals as being in concert.

Because of their common mission and vision, employees charged with FWP

responsibilities have good reason to work with FEW officers and members to develop goals and objectives for agency implementation of Affirmative Employment Plans and other program initiatives designed to meet the agency's unique needs and ensure equality of opportunity for women.

Legislative Issues and FEW



Legislative activity is an important and integral part of Federally Employed Women's agenda. There has never been a more significant time for women employed by the federal government to voice their opinions on issues that impact them. FEW speaks to Congress and the Administration on your behalf about the issues which concern employees of the federal government — as women and as citizens. As FEW is the only private organization that represents the interests of federal women employees, primary legislative efforts focus on achieving equity in the workforce. Following is a brief update of some of the priority issues where FEW devotes time and effort including research, public education, and grassroots mobilization, to impact public policy.

EQUAL EMPLOYMENT OPPORTUNITY

FEW is deeply committed to the principle of civil rights and will actively fight any proposal that discriminates against any individual or group of individuals because of race, sex, age, national origin, religion, or disability. FEW advocates the strong enforcement of Title VII of the Civil Rights Act of 1964 in the federal workplace and insists on the strict and vigorous enforcement of all laws in the U.S. Code that prohibit discrimination. FEW strongly supports affirmative action as a mechanism for equal employment opportunity programs and maintains that the federal agencies that administer civil rights programs must be fully funded in order to carry out their directives.

COMPENSATION

FEW contends that efforts must be continued to close the ever-widening pay comparability gap between federal and private sector employment. FEW supports the concept of pay equity and urges the vigorous pursuit of the realization of pay equity in the federal sector.

EMPLOYMENT BENEFITS

FEW supports equal treatment and access for women in all areas of employment including employees' benefits such as health insurance, leave, life insurance, unemployment compensation, whistleblower protection, and disability. FEW strongly supports programs to allow employees flexibility in their employment and endorses the implementation of such initiatives as job sharing, part time job options, shared leave programs, alternative work schedules, and telecommuting.

FEW supports broadening Family Medical and Leave legislation to insure paid leave for parents of newborn, newly adopted or seriously ill children, spouses, or parents, in addition to individual temporary disability leave and supports wage replacement during these periods of leave.

RETIREMENT

FEW is concerned about the impact of retirement systems on women. Cuts in annuity levels lower women's already small retirement income and FEW opposes any reductions in current law benefits under the Civil Service Retirement System, the Federal Employees Retirement System, the Social Security System, and the Military Retirement System. FEW strongly favors laws abolishing government pension offsets, and supports allowing military reservists to retire at 55 years of age. FEW opposes any Cost of Living Allowance proposal that is less than the inflation rate and taxation of lump sum penalties and opposes the use of government Thrift Savings Plan reserves to pay for government programs.

CHILD and ELDER CARE

A wide variety of programs and options are needed to meet our nation's growing demand for affordable and

quality childcare. FEW calls upon the administration to continue to ensure on-site child care centers in federal agencies. FEW advocates the implementation of the Dependent Care Assistance Program for federal employees and supports legislation that provides direct funding for care providers, minimum standards for care centers, and tax proposals that help alleviate the cost burdens associated with child care. FEW also maintains that elder care provisions must be included in all dependent care proposals.

SEXUAL HARASSMENT

FEW supports strict compliance with the Equal Employment Opportunity Commission's guidelines calling for strong punitive and preventive measures to eliminate sexual harassment in the federal government, including the U.S. Military. Specifically, FEW calls for thorough and continuing training on sexual harassment for all federal employees, clear policy directives from the highest levels of government on the illegality of sexual harassment, efficient investigations of complaints of alleged sexual harassment, and direct disciplinary actions against those found guilty of sexual harassment.

EQUAL RIGHTS AMENDMENT

As equal rights for all women are the basis for FEW's existence, FEW subscribes to the general principles embodied in the proposed Equal Rights Amendment, which guarantees equality to all women under the Constitution of the United States. The ratification of the Equal Rights Amendment is considered as a priority of FEW. It is our belief that it is necessary to gain this fundamental law in order for men and women to be equal partners in our society.

For more information on FEW'S legislative program, please visit FEW's website at www.few.org.



Travel Tips for the Infrequent Traveler

Travelling can be exciting, educational, relaxing and enjoyable or stressful, frustrating, and disappointing. Taking a little time to prepare for your trip and knowing what to expect can make all the difference.

AIR TRAVEL TIPS

- Share your travel itinerary with at least one colleague and your family.
- Have two forms of identification and carry them in separate locations. Carry medical information that may be needed if you are injured or incapacitated.
- Carry all documentation and receipts related to your trip.
- Unless you are travelling on government fares, make your airline reservation at least 21 days prior to your departure. Fares increase dramatically after this point.
- If you are attending a conference, be sure to check and see if an airline discount has been negotiated and use the ID number listed in the conference brochure when you call the airline.
- The earliest flights are the ones most likely to leave on time. As the day progresses, conditions in hub cities around the country will affect all airlines and make it more likely that flights will be delayed. So, plan morning departures whenever possible.
- Travel light and carry on one bag whenever possible. Even if your checked baggage strays and does not arrive at your destination when you do, you will have the necessities for the first 24 hours of your trip.
- Clearly identify all baggage, including items you carry on to the plane.
- If you want to be sure that you have overhead bin space, select a seat at the back of the aircraft so you will be boarded earlier. Airlines now restrict carry-on luggage to one bag and one personal item (hand bag, brief case or laptop computer).
- Don't cut your travel time to the airport too close. Missing a flight can be not only frustrating but quite

expensive. Allow check in time of 60 to 90 minutes. Security procedures seem to change on a weekly basis and the process is time consuming.

- Watch the skycap or ticket agent as your baggage tag is being attached. Be sure that the bag is checked through to your final destination.
- Assume that you WON'T be fed on your flight. Meal service is rare and seldom more than a snack.
- Allow at least one hour between flight legs if you have to make connections.
- Flights are often intentionally overbooked. If you are bumped from a flight on which you have a confirmed reservation, you have rights of compensation. Also, if you voluntarily give up your seat, the airline will usually put you on the next available flight and offer a voucher toward another ticket. If your plans are flexible, you may be in luck!
- If a flight is cancelled, don't panic and don't stand in line at the ticket counter. Go to the nearest telephone and call the airline's reservation number to get rebooked. Also, if the airline cannot guarantee you a seat on another flight within a reasonable time period, you have rights of compensation.

HOTEL TIPS

- When you call to make a reservation for a conference, always identify yourself as a conference attendee and verify the rate.
- Be sure to verify check in and check out times. If you arrive prior to check in time (usually 3:00 pm or later), be prepared to check your luggage at the bell stand and entertain yourself in the hotel or the neighborhood. You may be able to get in to your room early, but don't count on it.
- If you arrive at the airport and don't know what ground transportation is available, locate the airport's transportation desk and inquire about the options for your hotel.
- If you check in to your room and your are not happy with it, call the front

desk immediately. It is easier to switch rooms before you unpack.

- Whenever you need help and can't get the satisfaction you need, feel free to call the hotel operator and ask for the manager on duty.

GRATUITY TIPS

- Tip the airport skycap \$1 per bag checked. Ticket agents and gate agents are not tipped.
- If a door attendant takes your bags at the hotel, tip \$1 per bag.
- The bellperson who takes your bags to your room also receives \$1 per bag.
- Housekeepers should receive \$1 per bed per day plus \$1 per room per day for a suite. This should be paid daily since staff may change from day to day.
- If a hotel employee moves boxes for you within the hotel, tip at least \$1 per box.
- Shuttle drivers should receive \$1 or 10% of the fare.
- Tip the wait staff based on the geographic area, but never less than 15% of the pre-tax bill for acceptable service.

SAFETY TIPS

- As soon as you check into your room, walk down the hall in both directions and locate the fire exits, counting the number of doorways.
- If you take a cab back to the hotel after dark, ask the driver to wait until you are inside the hotel before pulling away. Add an extra \$1-\$2 to the tip and they'll gladly do so.
- Carry a rubber doorstop in your luggage. Push it under your hotel door as an extra barrier.
- Don't use the "Maid Clean" door hanger. It is a sure sign that your hotel room is empty and an invitation to thieves.
- If you are concerned about neighborhood around your hotel, ask a female member of the staff if she walks alone in the area at night.



Message from the NTP Chair

FEW's 2003 National Training Program is a training opportunity you won't want to miss. The NTP Committee is comprised of FEW leaders and NTP veterans who have used their past experiences to ensure that those traditions which have made the NTP famous are continued, and that new developments in education address the needs of today's workforce.

Whether 2003 in Chicago will be your first NTP or your fifth, we guarantee that the 34th NTP, with its new format and enhanced opportunities, will be one you won't forget. We have planned a wide variety of courses and will feature presenters who are the best in the business. Chicago's exhibit hall, "Trends and Technology Expo: A Showcase for Quality Government" will afford attendees a unique opportunity to visit with government, business and industry leaders who represent products and services on the cutting edge of tomorrow's workplace.

FEW has a long and rich history of recognizing that education is a key to end discrimination and promote advancement opportunities for women in federal service. FEW leaders and the 2003 NTP Committee have closely examined FEW's role in providing quality programs that will offer each NTP participant the unique opportunity to select a series of courses that will enhance individual development goals and prepare attendees for the future.

Managers and supervisors looking to identify training opportunities for themselves and their staff will find a wealth of courses that address the most current issues facing government workers today. Whether your career goals include transforming your career path, ascending the career ladder, renovating your knowledge base, or expanding your marketability as a government professional, you'll find opportunity abounds at the 2003 NTP.

Start now to make plans to join us in Chicago, July 7-11, 2003 where we'll be, "Building Tomorrow's Leaders Today."

Patt Franc

Patt Franc
NTP Chair

For more information on FEW's 34th NTP in 2003, visit our website at
www.few.org

Chicago — The Place To Be

If you've seen one NTP, you *haven't* seen them all. Every year FEW works to provide exciting training opportunities for new attendees as well as seasoned participants. The 2003 NTP has been re-focused and reorganized to provide an even greater variety of courses and events that will allow participants to update skills and perform at maximum levels in the Federal work environment.

To determine whether or not the NTP is for you, answer the following questions.

Do you need to:

- ☐ Develop the characteristics and competencies essential to the new leadership culture in the Federal Government?
- ☐ Find more opportunities for professional development?
- ☐ Network and share experiences with people who have similar responsibilities and challenges?
- ☐ Sharpen your skills in human relations, managing and valuing diversity, communicating successfully, team development and leadership, interpersonal skills, and creative problem solving?
- ☐ Develop core competencies including flexibility, resilience, vision, conflict management, accountability, technical credibility, leveraging diversity, financial management, and partnering?
- ☐ Learn more about civil rights, legislation, equal employment opportunity, workforce diversity and sexual harassment?

If you checked any of
the questions above,
FEW's 34th NTP in Chicago,
July 7-11, 2003 is for YOU!