

**Federally Employed Women's 2003 National Training Program
Chicago, IL - July 7-11, 2003
TOP REGISTRATION FORM**

FAX: 330-963-0319 — *Credit Card Only*
MAIL: FEW 2003 NTP — *Check, Credit Card*
PO BOX 71-1822, Columbus, OH 43271-1822

**FEW Member
TOP Registration Form
(Tuition Out-of-Pocket)
Registration Deadline
June 15, 2003**

SECTION 1: REGISTRANT INFORMATION

1. Last Name: _____ First Name: _____ Middle Initial: _____
2. Name (as you wish it to appear on your badge): _____
3. Address: _____ ☐ Home ☐ Work
4. City: _____ State: _____ Zip: _____ + _____
5. Telephone: WORK _____ HOME _____ FAX _____
6. Email Address: _____
(To expedite your confirmation, a fax number or email address must be provided)
7. FEW Membership Number: _____ (Must be provided to qualify for TOP Registration Rate)
8. FEW Chapter: _____ Region: _____ ☐ Member at Large

SECTION 2: WORKSHOP SELECTIONS

9. FEW Member TOP Registration Rate:

TOP NTP REGISTRATION: \$200.00

NTP: Wed & Thurs, July 9 & 10: Indicate your first and second choices for workshops—you may check any combination

	1st Choice	2nd Choice		1st Choice	2nd Choice
10. SuperSession (2-day)	H- _____	H- _____	13. Wednesday AM	L- _____	L- _____
11. 1-Day Session Wednesday	J- _____	J- _____	14. Wednesday PM	M- _____	M- _____
12. 1-Day Session Thursday	K- _____	K- _____	15. Thursday AM	N- _____	N- _____
			16. Thursday PM	P- _____	P- _____

17. FEW FRIDAY—MEMBERS ONLY ☐ I will attend the Member's brunch (am) ☐ I will attend Member's Forum (pm)

SECTION 3: ADDITIONAL OPTIONS:

18. ☐ FEW Membership Dues\$35.00 **MEMBERSHIP DUES:**\$.....00
19. ☐ Extra Opening Reception ticket(s) # needed _____ at \$25 each: **EXTRA TICKETS:**\$.....00
20. ☐ Guest Pass(es)# needed _____ at \$100 each **GUEST PASSES:**\$.....00
(Guest Pass includes tickets for events, receptions, food functions, expo, badge, conference kit. Does **NOT** include workshop sessions)

TOTAL LINES 9, 18, 19 & 20\$.....00

21. Payment Type: ☐ Check ☐ Visa ☐ Master Card 22. Check # _____
23. Card Number: _____ Exp Date: ____/____/____
24. Cardholder Name: _____ Cardholder Signature: _____
25. Signature: _____ 26. Date: _____
I certify that my tuition for this conference is being paid from personal or FEW Chapter/Region funds.
27. Signature: _____ 28. Date: _____

SPECIAL NEEDS: Please indicate any special assistance needed. We will contact you to make sure your needs are clearly understood.

DEMOGRAPHIC INFORMATION: Check all that apply to you.

- ☐ EEO Officer/Specialist/Assistant ☐ FWPM ☐ Other SEPM
☐ Full time ☐ Part-time ☐ Collateral Duty

- ☐ Supervisor or Manager not EEO, FWPM, SEPM
☐ Employee not EEO, FWPM, SEPM

**Direct your registration questions to the Conferon Registration Center 330-425-9330 or FEW@conferon.com
For questions other than Registration, call the NTP Hotline at 303-825-1177 or visit our website at www.fewnntp.org**

Office Use Only: Check # _____ PO# _____ Amount: _____

TOP REGISTRATION INSTRUCTIONS

TOP Registration Eligibility: Any FEW member who is paying for the NTP from personal or chapter/region funds qualifies for the special TOP registration rate. If your agency is paying for your tuition, you must use the regular NTP registration form in the Registration Package or register on line at www.fewntp.org.

Registration Deadline: All TOP Registrations must be received by June 15, 2003. There will be no on-site registration.

Registration Form: Use the **TOP Registration Form** to register for NTP Workshops. Pre-Conference sessions are not included in the TOP package. This form can also be used to purchase additional Opening Reception tickets and Guest Passes. One form must be completed for each attendee. Bring a copy of your documents with you when you check in at the NTP Registration Desk. Please fill your form out carefully and complete all entries. TYPE or PRINT all information.

SECTION 1 - REGISTRANT INFORMATION:

Enter the Registrant's contact information in items 1-6. Please be sure to include phone and email information in items 5 and 6 so that we can contact you if questions arise. You **MUST** include your FEW Membership number and chapter/region information in items 7 & 8.

SECTION 2 - WORKSHOP REGISTRATION:

Wednesday & Thursday, July 9 & 10

TOP registration includes attendance at all events: Workshops on Wednesday and Thursday, receptions, food functions, exposition, badge, conference kit and FEW Friday events. If you are not currently a member of FEW, you can qualify for TOP registration rates by including payment of dues.

There are three types of workshops available. You can register for any 2-day session or a combination of 1 and 1/2 day sessions.

- SuperSession: A single course lasting two full days July 9 & 10.
- 1-day Workshops on July 9 & July 10.
- 1/2-day Workshops on mornings & afternoons July 9 & 10

Enrollment in some sessions is limited and classes will be filled on a first come, first served basis. Information on closed sessions will be posted on the NTP website www.fewntp.org, so check the site to make sure there is space available in the sessions you'd like to take. **Register Early!**

Indicate your 1st and 2nd choice selections in items 10-16.

SECTION 3 - ADDITIONAL OPTIONS:

Check item 18 to join FEW. Check item 19 to purchase additional tickets to the Opening Reception on Tuesday evening for \$25 each. Check item 20 to obtain a Guest Pass at \$100 each for a spouse, friend or relative. This Pass includes a badge, tickets for events, receptions, food functions, expo, and conference kit, but does not include any workshop training sessions.

A check, money order or credit card number must accompany your registration form to pay for items in Sections 2 and 3. If you wish to enroll in any Pre-Conference session, please use the regular NTP Registration Form in the Registration Package or register on line at www.fewntp.org. All published fees apply for Pre-Conference classes.

Complete items 18-28 as appropriate. Your signature acknowledges understanding and acceptance of registration terms and conditions.

FEW Friday: A special day, Friday, July 11, has been set aside for FEW Members only. There is no cost for members to attend the Member's Brunch and the Member's Forum, however you must check the boxes in item 17 to indicate your intention to attend one or both functions so appropriate plans can be made for seating and meals.

Special Needs: Individuals requiring special accommodations of any type must indicate this need on the Registration Form. There is no extra charge for this service, but requirements must be provided in advance. A staff member will contact you to discuss your needs and to ensure adequate accommodations are made.

Demographic Information: This information is being collected to help FEW develop training programs for future NTPs geared to the demographics of attendees. Please check all that apply to you.

Confirmation Letters: Confirmations will be emailed, faxed or mailed within 7 days of receipt of your registration. To expedite your confirmation, please be sure to supply your fax number and email number in items 5 and 6.

Workshop Cancellation Policy: FEW reserves the right to cancel courses if the presenter is unable to appear or to substitute a presenter of comparable qualifications. FEW also reserves the right to cancel courses for unforeseen circumstances or ones that do not meet minimum attendee limitations placed on these courses by individual trainers or by the NTP committee. Second choice and/or substitute classes will be assigned whenever possible and every effort will be made to substitute a comparable workshop. Adjustments can be made on site, space permitting. To the greatest extent possible, information on canceled sessions will be posted on the NTP website www.fewntp.org prior to the start of the NTP. Canceled workshops will be posted in the NTP Registration Area of the hotel.

Location of Training: All training will be held at the Sheraton Chicago Hotel.

Information and Questions: Direct your registration questions to Conferon Registration Center at 330-425-9330 from 8:30 AM to 5:00 PM EST, Mon-Fri. For information about all other NTP activities, visit our website at www.fewntp.org and click the FAQ tab, or call the NTP Virtual Office Hotline at 303-825-1177. Leave a call back number and email address and your call will be referred to the NTP Committee Member who can answer your questions.