

NTP Registration Instructions

Registration Deadline July 6, 2007

The form that follows should be used to register for the NTP. There is a number of options for registration.

On-line: Visit the NTP web site at www.fewnntp.org. Click on the Registration tab and follow the instructions to register on-line. On-line registration is available only to those paying by credit card. It will be helpful to complete the registration form in draft prior to connecting to the web site.

On paper: You may also complete the registration form and fax it to the fax number found on the form or mail it to the address provided.

On site: Registering on site will require a legible copy of a completed registration form and a form of payment.

If a Purchase Order/Training Form (PO/TF) will be used to guarantee payment of registration on paper or on site, it must be complete and legible, including all the required signatures and a PO/TF number.

Participant Information: Carefully complete all the participant-related information at the top of the registration form. This information is required to ensure that your information can be entered into the database correctly, and that your name badge and other paperwork will be generated correctly. **As a FEW member,** you must provide your membership number to qualify for the FEW discounted tuition. **If the membership number cannot be confirmed, the full tuition will be charged.**

FEW Friday: Friday has again been set aside for a special activity for FEW MEMBERS. Attendance at this event is included in your NTP registration fee; however, space is limited. Therefore, if you wish to attend this event, you **MUST** mark YES on the registration form to guarantee that space will be available for you to attend.

NTP Registration: Tuition costs for the NTP include Training Courses scheduled on Tuesday through Thursday, plenary sessions, food functions, Exhibit Expo admittance, conference badge, and conference bag.

Register early: All workshops have a maximum number of registrants and will be closed when that number has been reached.

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; however, requests must be made in advance. A staff member will contact you to discuss your needs. **This includes any special dietary needs.**

Payment Information: A check, money order, credit card number, or signed and approved Purchase Order/Training Form **MUST** accompany the registration form. **Forms received without a method of payment will not be processed.**

Confirmation Letters: Confirmation letters will be e-mailed, faxed, or mailed within 7 days of receipt of your registration. To expedite your confirmation, please be sure to supply your fax number and e-mail address. Those whose forms are received after July 6, 2007, may not receive confirmation letters.

Workshop Cancellation Policy: FEW reserves the right to cancel Training Courses if the presenter is unable to appear or to substitute a presenter of comparable qualifications or cancel the workshop entirely if the workshop minimums are not met. Second choice, third choice, or substitute classes will be assigned whenever possible. Adjustments may be made on site, space permitting. Substitutions must be made no later than 30 minutes before the workshop begins.

NOTE: Before submitting the registration form, go to our web-site at www.fewnntp.org and verify that none of the classes you have requested have been closed or cancelled. This is particularly important for any hands-on computer training as demand for these courses is high, and seats in computer training rooms are limited.

Advance Payment Policy: Because of the complexity in receiving post-conference payment, advance payment of registration fees is encouraged **whenever possible.** Advance payment of registration fees greatly reduces the administrative costs. Please do so if your agency/company regulations permit. For example, Department of Defense regulations do allow for advance payment of training costs (see NAV COMP Manual 046363, AR 37-107 or AF 117-102). Agency officials are authorized by 5 USC 4109 and 10 USC 2396 (a) (3) to provide advance payment for employee training. Agencies should identify the above citations in the remarks sections of the training authorization from (SF-182, DD-1556, or other) to ensure advance payment.

FEW-NTP Celebration Honoring Military Women: **after-five/formal dress** for attendees. You won't want to miss this exciting event. Tickets are included with registration, but you must mark "YES" on the registration form to ensure receiving a ticket..

Helpful Hints for Smooth Registration Check-in

1. Bring a copy of your registration form, your method of payment, and your confirmation letter.
2. If you plan to substitute workshops on site, make those decisions before you arrive and verify workshop space is still available.
3. Read the signs carefully. Those who have pre-registered will check in separately from those who must register on site.
4. Your conference badge is your ticket into plenary sessions and the Expo. Keep it in your possession at all times or it may become necessary for you to purchase a new one.

Federally Employed Women's 2007 National Training Program

Washington, D.C.—July 16-20, 2007

Registration deadline July 6, 2007—Register on site after that date.

Submission Method/Payment Options

Please Note: Forms MUST be printed or typed

On Line: www.fewntp.org (Credit Card Only)

Mail: FEW 2007 NTP (Check, Purchase Order, Training Form)

Fax: 330-963-0319 (Credit Card, Purchase Order, or Training Form)

P.O. Box 71-1822
Columbus, OH 43271-1822

Last Name: _____ First Name: _____ MI: _____

Name for Name Badge: _____

Agency/Department: _____
(Please spell out name if possible.)

Work Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Fax: _____

E-mail Address: _____ FEW Membership Number: _____
(Required to qualify for Member Rates and Events)

Training Courses Registration

FEW Member Full Registration

- ☐ \$825 by 5/25
- ☐ \$900 after 5/25

Non-member Full Registration

- ☐ \$1,000 by 5/25
- ☐ \$1,075 after 5/25

One-Day Fee

____ Number of One-Day Sessions
x \$300 Each = \$____ Total
Includes Tues., Wed., and Thurs.
Training Courses only.
(See pages 10-23.)

FEW Membership

To receive the member tuition rate, you must be a member in good standing as of June 1, 2007. This requirement applies to both new members and renewing members.

FEW will NOT be able to accept dues payment to renew your membership or join FEW in conjunction with your NTP registration. All membership processing must be done by mail to the address FEW, P. O. Box 75551, Baltimore, MD 21275, using membership forms located at www.few.org

Special Needs



Please indicate any special assistance needed. _____

We will contact you to make sure your needs are clearly understood.

☐ Kosher ☐ Vegetarian ☐ Low Fat

Direct your registration questions to the Registration Center 330-425-9330 or to few@experient-inc.com

For other questions, see our web-site at www.fewntp.org or call the NTP Hotline Number—202-872-1777

FEW is registered in the Government Central Contractor Registration (CCR) System at www.ccr.gov DUNS Number 11-440-3520.

Training Courses Selection

(Indicate your first, second, and third choices for each training course.)

	1st Choice	2nd Choice	3rd Choice	
Half-Day Courses				
Tuesday Morning	_____	_____	_____	T:AM
Tuesday Afternoon	_____	_____	_____	T:PM
Wednesday Morning	_____	_____	_____	W:AM
Wednesday Afternoon	_____	_____	_____	W:PM
Thursday Morning	_____	_____	_____	TH:AM
Thursday Afternoon	_____	_____	_____	TH:PM
Full-Day Courses				
Tuesday	_____	_____	_____	T
Wednesday	_____	_____	_____	W
Thursday	_____	_____	_____	TH
Two-Day Courses				
Tuesday and Wednesday	_____	_____	_____	TW
Wednesday and Thursday	_____	_____	_____	WTH

Reminder: Training Courses are available on a FIRST-COME, FIRST-SERVED basis. Sessions have a maximum space limitation, so register early to ensure receiving your first choice. Once the limit has been reached and the class is closed, NO EXCEPTIONS will be made.

NTP Events

Admission to the events below **IS INCLUDED** in the NTP full registration fee but requires a ticket. You must check each box to indicate those events you plan to attend so that the tickets are included in your check-in registration packet. Extra tickets may be purchased separately below. More information about these events can be found on page 23.

Tickets must be purchased or reserved in advance, and no sales will take place on site.

- | | |
|---|-------------------------------|
| <input type="checkbox"/> NTP Awards Program -7:00pm Mon-July 16 | ___Extra Tickets (No cost) |
| <input type="checkbox"/> Light Refreshments in Hall -11:30am Tue-July 17 | ___Extra Tickets x \$ 5=\$___ |
| <input type="checkbox"/> Military Celebration -7:00pm Tue-July 17 | ___Extra Tickets x \$75=\$___ |
| <input type="checkbox"/> Legislative Breakfast -7:00am Wed-July 18 | ___Extra Tickets x \$40=\$___ |
| <input type="checkbox"/> Light Refreshments in Hall -11:30am Wed-July 18 | ___Extra Tickets x \$ 5=\$___ |
| <input type="checkbox"/> Light Refreshments in Hall -8:00am Thu-July 19 | ___Extra Tickets x \$ 5=\$___ |
| <input type="checkbox"/> Mystery Night -7:00pm Thu-July 19 | ___Extra Tickets x 20=\$___ |
| <input type="checkbox"/> FEW Members Only Friday Brunch -10:00am Friday, July 20 | |

Special Event: An Evening with the National Board

**Friday,
July 20, 2007**

(Attendance at this event IS NOT included in the NTP Registration fee)

___ X \$95 = \$ ___
of Tickets Total Cost of Tickets

See Details on page 30 of Registration. Book Space is limited.

Payment Information:

A check, money order, credit card number, or signed and approved Purchase Order/Training Form must accompany this form. Forms received without this information WILL NOT be processed. Travel orders do not constitute payment for registration.

Processing Fee: A \$50 per registrant processing fee will be added to Purchase Orders/Training Forms (PO/TF) received for payment of tuition. This payment offsets part of the cost involved with invoicing and collecting fees in the post-conference period. Please add \$50 to the total if payment is made this way.

Training Course Registration:	\$ _____
Evening with the Board:	\$ _____
Extra Event Tickets	\$ _____
Processing Fee If Applicable	\$ _____
Total Due:	\$ _____

Payment Type: Check# _____ ☐ Visa ☐ MasterCard ☐ Purchase Order/Training Form# _____

(PO/TF Number MUST be included for registration to be processed.)

Card# _____ Exp. Date: ____/____/____

Cardholder Name: _____ Cardholder Signature: _____

Cancellation Policy: A \$75 processing fee will be charged for all cancellations received in writing at the fax/mail address listed at the top of this form by June 8, 2007. A copy of this form and all/any financial documentation must also accompany cancellation requests. No refunds will be processed for cancellation received after that date.