

27th Annual Training Conference & Workshops

Workshops: April 25 • Conference: April 26-27, 2006

The International Trade Center / Ronald Reagan Building @ 1300 Pennsylvania Avenue, Washington, DC

Please use a separate registration form for each person attending.

Name _____ Title _____

Organization (no acronyms, please) _____

Street Address _____ City _____

State/Province _____ Postal Code _____ Telephone (_____) _____

Email Address (confirmation is sent via email) _____

- 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.

GROUP REGISTRATION Receive a 5% discount for 5–9 registrations from same group; one payment.
 Receive a 10% discount for 10 or more registrations from same group; one payment.

CONFERENCE & CONFERENCE + WORKSHOP Registration

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

A registration transmitted without payment will be considered incomplete. Should payment be received after the next registration deadline, the higher registration fee will be in effect and the difference invoiced. Please do not postal mail registration form or payment after April 20th.

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| <input type="checkbox"/> CONFERENCE ONLY EARLY – \$610 | Payment received <u>before February 19, 2006</u> |
| <input type="checkbox"/> CONFERENCE ONLY REGULAR – \$680 | Payment received <u>between February 20 – April 20, 2006</u> |
| <input type="checkbox"/> CONFERENCE ONLY LATE – \$730 | Payment received <u>after April 20, 2006</u> |
| <i>NGMA is unable to guarantee workshop availability when registering late. Please contact NGMA prior to registering.</i> | |
| <input type="checkbox"/> CONFERENCE + ONE (1) WORKSHOP EARLY – \$710 | Payment received <u>before February 19, 2006</u> |
| <i>Check Workshop Choice:</i> <input type="checkbox"/> WK01: How to Minimize Audit Risk <input type="checkbox"/> WK02: The Effective Grant Executive | |
| <input type="checkbox"/> CONFERENCE + ONE (1) WORKSHOP REGULAR – \$780 | Payment received <u>between February 20–April 20, 2006</u> |
| <i>Check Workshop Choice:</i> <input type="checkbox"/> WK01: How to Minimize Audit Risk <input type="checkbox"/> WK02: The Effective Grant Executive | |

PRE-CONFERENCE WORKSHOP ONLY

Workshop Registration Includes Program & Refreshments (does not include annual membership). Workshop registrations are processed on a first-come, first-served basis.

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| <input type="checkbox"/> WK01 – \$150 | How to Minimize Audit Risk | Payment received <u>before April 20, 2006</u> |
| <input type="checkbox"/> WK02 – \$150 | The Effective Grant Executive | Payment received <u>before April 20, 2006</u> |

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

SEND FORM & PAYMENT TO: NGMA, 11654 Plaza America Dr., #609, Reston, VA 20190-4700 or FAX: 703.648.9024

- Check.** (Enclosed) Make payable to the National Grants Management Association or NGMA.
- Credit Card.** American Express VISA MasterCard
 Credit Card Number _____ Expire Date _____
 I authorize NGMA to charge \$ _____. Signature _____
- Training Authorization.** Enclose a copy of the signed Training Requisition with the requisition number clearly indicated.
A Training Requisition received without a requisition number & invoice remittance information cannot be processed.

CANCELLATION & HOTEL INFORMATION

Hotel To obtain the negotiated NGMA rate at Hotel Washington (www.hotelwashington.com) @ \$155/single + tax, use code "NGMA"

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

Location The International Trade Center is located directly above the Federal Triangle Metro stop @ 1300 Pennsylvania Avenue.

Program Information For the latest conference program information, visit www.ngma.org.

Further Information Please call the NGMA Business Office at +1 703.648.9023 or email to conference@ngma-grants.org.

Cancellation Policy Write to cancel@ngma-grants.org by 5:00pm (ET), April 3, 2006, 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 conference@ngma-grants.org with the new attendee's information.