

2009 National Equal Opportunity Professional
Development Forum

August 31-September 4, 2009

Marriott Crystal Gateway, Arlington, Virginia

2009 Registration Form

Submit one form for each conference participant. Photocopies are acceptable.

Please provide all of the following information, as it will appear on your name badge.

PLEASE PRINT THE INFORMATION LEGIBLY TO ENSURE IT IS DOCUMENTED CORRECTLY.

FIRST NAME _____

LAST NAME _____

ORGANIZATION/COMPANY _____

MAILING ADDRESS _____

CITY STATE ZIP _____

TELEPHONE NUMBER _____

FAX NUMBER _____

E-MAIL ADDRESS _____

SPECIAL SERVICES

If you have any special needs (mobility, hearing, vision, or dietary), please specify.

REGISTRANT AFFILIATION

Are you a new Equal Opportunity Officer? yes no

If yes, how long have you been in your position? 6 mos-12 mos 12 mos-18 mos

Is this your first time attending the forum? yes no

Are you a seasoned/experienced Equal Opportunity Officer? yes no

If yes, how long have you been in your position? _____

How many times have you attended the forum? _____

Select your current title. Check only one please.

- State Workforce Administrator Navigator
- Job Corps Center Staff State EO Officer
- Civil Rights Center Staff ETA Regional Staff
- Job Corps Contractor Staff LWIA Staff/EO Office
- Older Worker Program Staff Monitor Advocate
- ETA National Office Staff Work Incentive Grant Staff
- Indian and Native American Program Staff
- Other _____

HOTEL INFORMATION

All forum activities will be held at the Crystal Gateway Marriott, 1700 Jefferson Davis Highway, Arlington, VA 22202. A block of rooms has been guaranteed at the government rate of \$165.00 per night for single/double occupancy for August 30-31, 2009 and \$233.00 per night for

single/double occupancy for September 1-4, 2009. Hotel rooms may be booked through the hotel directly. ***Please state when making your reservations that you would like to make a reservation with the USDOL EO Forum, August 30-Sept 4 to receive the special discounted forum room rates.*** If you would like to stay at the conference hotel, you may contact the hotel directly at (703) 920-3230 (Local) or 1-800-228-9290 (Marriott Reservations). These special discounted forum room rates do not include sales tax or occupancy tax and are guaranteed through **August 10, 2009**. After that date, rooms may be available, but a higher rate may apply.

CANCELLATION POLICY

Substitutions will be accepted at any time. **THERE WILL BE NO REFUNDS UNDER ANY CIRCUMSTANCES.** All substitutions MUST be made in writing via fax to the Civil Rights Center, Attn: Vicky Best-Morris, Fax (202) 693-6505.

REGISTRATION FEE

Pricing Options		
Early Bird Registration *(beginning February 1, 2009 through July 18, 2009)	Regular Registration (begins July 19, 2009)	Group Discount** (per person through July 18, 2009)
\$400	\$450	\$350

For those participants attending the forum and paying registration with a credit card, the following processing fees will be included on the cost of registration:

Early Bird Registration	\$400.00	Processing Fee: \$17.00	Total due: \$417.00
*Regular Registration	\$450.00	Processing Fee: \$19.00	Total due: \$469.00
**Group Discount Registration	\$350.00 pp	Processing Fee: \$15.00	Total due: \$365.00

*Regular Registration will apply if postmarked or received via fax after July 18, 2009.

**Group Discount only applies to groups of three (3) or more from the same organization registering at the same time. Group registration expires July 18, 2009. Please contact the coordinator at best-morris.vicky@dol.gov for a group registration form.

NETWORKING RECEPTION

Are you attending the networking reception? Yes No

PAYMENT INFORMATION

Enclosed is the registration fee in the amount of \$ _____

If payment is being made by:

Purchase order (enclosed). *Please note that a purchase order **only** reserves a space at the forum until full payment is received. **You will not be confirmed as an attendee of the forum unless payment is made in full.*** Please be sure to provide a purchase order number when submitting your registration form. Purchase order number: _____

The cut-off date for reserving a space with a purchase order is August 1, 2009. After August 1st, you may pay your registration with a credit card **only**. Any participant whose payment has not been received prior to the beginning of the forum will be required to make the full payment onsite.

REMINDER: YOU ARE NOT OFFICIALLY REGISTERED FOR THE FORUM UNTIL FULL PAYMENT IS RECEIVED. You will be required to reconcile any balance due by check or credit card on-site.

Credit Card (Visa/Mastercard/Discover) Credit Card No. _____ Exp. Date _____

Check (enclosed; make payable to TATC) Check number: _____

Money order (enclosed; make payable to TATC) Money order number: _____

Please note: You will receive a confirmation email notifying that your registration request has been received. Once full payment (credit card or check) has been received by TATC, you will receive an invoice via email for your records of registration fee paid in full.

MAILED REGISTRATIONS

Please mail your completed registration form, along with the full payment to:

TATC

7315 Wisconsin Avenue, Suite 1200W

Bethesda, MD 20814-3202

Re: DOL National EO Professional Development Forum-Aug 30-Sept 4, 2009

Fax: (301) 652-2021

Federal Tax ID # 52-0893858

ATTN: Lloyd Celistan

FAX REGISTRATION

Faxed registrations being paid by credit card will be taken through Friday, August 21, 2009. CRC cannot accept faxes for registration after this date. You may register in person only by credit card or check. We request payment for all registrants be paid in full **prior** to the forum.

FORUM INFORMATION For assistance regarding forum information, including registration, contact: USDOL/Civil Rights Center Vicky Best-Morris at best-morris.vicky@dol.gov or Samuel L. Rhames, Jr at rhames.samuel@dol.gov (202)-693-6500 (voice) or (202)-693-6515 (TTY) National Association of State Workforce Agencies, EO Committee Chair, Valerie Kitchings o Valerie.Kitchings@dc.gov.