

# NLC Congressional City Conference Registration and Housing Form

March 10 – 14, 2012

## The Marriott Wardman Park Hotel, Washington, D.C.

For Faster Registration and Housing Reservation, Register Online at <http://www.nlc.org>

No housing or registration will be processed without accompanying payment in full

### Registrant Information:

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 City/Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Registrant Email \_\_\_\_\_

### REGISTRANT DEMOGRAPHIC INFORMATION (required)

Are you a newly elected official? (Y/N) \_\_\_\_\_ Size of city? \_\_\_\_\_ Gender \_\_\_\_\_

### Special Conference Rates

(SG01) Spouse/Guest (**non-refundable**) \$ 50 \$ \_\_\_\_\_  
 Spouse/Guest Name: \_\_\_\_\_  
 (CG01) Children (under 15 years of age) \_\_\_\_\_  
 Child Name: \_\_\_\_\_ Age \_\_\_\_\_  
 (5) First-Time Attendee \$350 \$ \_\_\_\_\_  
 (22) Students \$125 \$ \_\_\_\_\_  
 (7) Youth Delegate (15-18 years of age) \$100 \$ \_\_\_\_\_  
 Youth \*\* (Name) \_\_\_\_\_ Age \_\_\_\_\_  
 (8) Youth Chaperone (**not applicable to elected officials**) \$100 \$ \_\_\_\_\_

### Registration Fees:

	Advance Valid Until 3/7/12	On-Site Valid Starting 3/8/12	At COC* Valid until 12/1/11	
(1) NLC Member City	\$445	\$545	\$355	\$ _____
(2) Associate Member	\$445	\$545	\$355	\$ _____
(3) SML Member City	\$565	\$665	\$430	\$ _____
(4) Non-Member/Other	\$670	\$770	\$475	\$ _____

\*Must include the 6 digit Congress of Cities registration ID number to qualify:

COC Reg Id# \_\_\_\_\_

Sub-Total \$ \_\_\_\_\_

Please note that On-site rates include 100.00 processing fee. To receive advance rate, mailed or faxed registrations must be postmarked by **March 7<sup>th</sup> 2012**. Visit [www.nlc.org](http://www.nlc.org) and register online to ensure you meet the March deadline.

### Registration for Leadership Training Institute Seminars

To REGISTER, codes and fees are listed beside the Leadership Training Institute on the website. You must be registered for the conference in order to attend. You may not select a Full Day LTI and a Half-Day LTI on the same day.

Saturday, March 10 – Full-Day Seminar Code: \_\_\_\_\_ \$180  
 Saturday, March 10 – Morning Seminar Code: \_\_\_\_\_ \$120  
 Saturday, March 10 – Afternoon Seminar Code: \_\_\_\_\_ \$120

Sunday, March 11 – Full-Day Seminar Code: \_\_\_\_\_ \$180  
 Sunday, March 11 – Morning Seminar Code: \_\_\_\_\_ \$120  
 Sunday, March 11 – Afternoon Seminar Code: \_\_\_\_\_ \$120  
 Sunday, March 11 – LTI Leadership Luncheon Code: \_\_\_\_\_ \$40

Sub-Total \$ \_\_\_\_\_

### Registration Cancellation Policy:

All cancellation requests must be received in writing, postmarked by **February 17, 2012** and are subject to a \$75 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. **No registrations or cancellations will be accepted by telephone.** No cancellations will be accepted after **February 17, 2012**

### Return Conference Registration and Housing Form to:

Fax: 703-631-6288 (Credit Card and Purchase Orders Only – No Checks)  
 Mail: NLC Registration & Housing Services, c/o J. Spargo & Associates, Inc.  
 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030

For More Information: Call: 888-319-3864 or 703-449-6418 or E-mail:

[nlcregandhousing@jspargo.com](mailto:nlcregandhousing@jspargo.com)

Htl: \_\_\_\_\_ Subblk: \_\_\_\_\_ Cat: \_\_\_\_\_ Rate: \_\_\_\_\_

### 2012 Constituency Dues/Group Special Event Fees

**Asian Pacific American Municipal Officials**  
 APAMO Dues (elected/member city) (A1) \_\_\_\_\_ \$35  
 APAMO Dues (elected/nonmember city) (A2) \_\_\_\_\_ \$50  
 APAMO Dues (supporting/corporate member) (A3) \_\_\_\_\_ \$100  
 APAMO Activity Fee Only (A4) \_\_\_\_\_ \$40

**Gay, Lesbian, Bisexual and Transgender Local Officials**  
 GLBTLO Dues (G1) \_\_\_\_\_ \$50  
 GLBTLO Reception Only (G2) \_\_\_\_\_ \$25

**Hispanic Elected Local Officials**  
 HELO Dues (elected/member city) (H1) \_\_\_\_\_ \$50  
 HELO Dues (elected/nonmember city) (H2) \_\_\_\_\_ \$65  
 HELO Dues (supporting/corporate member) (H3) \_\_\_\_\_ \$75  
 HELO Reception Only (H4) \_\_\_\_\_ \$45

**National Black Caucus of Local Elected Officials**  
 NBC-LEO Dues (elected/member city) (N1) \_\_\_\_\_ \$50  
 NBC-LEO Dues (elected/nonmember city) (N2) \_\_\_\_\_ \$75  
 NBC-LEO Dues (supporting/corporate member) (N3) \_\_\_\_\_ \$100  
 NBC-LEO Events Only (N4) \_\_\_\_\_ \$99

**Women in Municipal Government**  
 WIMG Dues (elected/member city) (W1) \_\_\_\_\_ \$50  
 WIMG Dues (elected/nonmember city) (W2) \_\_\_\_\_ \$60  
 WIMG Dues (supporting/corporate member) (W3) \_\_\_\_\_ \$75  
 WIMG Luncheon Only (W4) \_\_\_\_\_ \$45  
 Celebrate Diversity Breakfast (C1) \_\_\_\_\_ \$35

Sub-Total \$ \_\_\_\_\_

TOTAL REGISTRATION & CONSTITUENCY DUES/ACTIVITY FEES: \$ \_\_\_\_\_

### Hotel Reservations

You must be registered for the Conference to reserve a hotel room. To guarantee your room, all hotels require one night's deposit plus **14.5% tax (subject to change)**, 30 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 30 days in advance, the reservation will be cancelled.

Please make my hotel reservation as indicated below.

I do not require hotel accommodations at any of the hotels listed below.

Although I am providing information for a standard room for now – please contact me regarding suite information.

Room Dates: \_\_\_\_\_ Arrival Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Departure Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Room Type:

Single, 1 person/1 bed  Double/Double, 2 people/2 beds  Quad, 4 people/2 beds  
 Double, 2 people/1 bed  Triple, 3 people/2 beds

Room types cannot be guaranteed but Hotels will attempt to accommodate all requests.

Sharing My Room With (for Hotel Check In Purposes): \_\_\_\_\_

### Special Housing Request (e.g., wheelchair accessible rooms, etc.):

If you have special housing or transportation needs, please contact NLC Meeting Services at 888-319-3864 or 703-449-6418

### Hotel Choices: Indicate your first-choice hotel with the number "1".

Order	Hotel	Smoking Property	NLC Rate Single/Double/Trip/Quad
_____	Marriott Wardman Park (CCC Headquarters Hotel)	No	\$249 / \$249 / \$269 / \$289
_____	Omni Shoreham	No	\$247 / \$247 / \$267 / \$287

### Hotel Deposit Payment Information (you must check one):

Charge my HOTEL DEPOSIT to the credit card listed below. All major credit cards with expiration date of 03/12 or later are accepted by the NLC official hotels.

Check for HOTEL DEPOSIT. I understand check deposits for hotel room guarantee is payable to the hotel stated on the NLC confirmation and must be mailed **after February 7, 2012 but before February 17, 2012 and are subject to approval**. Please include your 6-digit REG ID # indicated on the NLC Meeting services confirmation.

**Credit Card Authorization:** NLC Registration and Housing Services is authorized to use the card below to pay all applicable registration fees and guarantee my hotel reservation. I understand that one night's room charge will be forfeited if I fail to show up for my assigned housing on the confirmed arrival date unless I have canceled my reservation with the hotel at least 72 hours in advance. I understand that if I do not show at the hotel on my **confirmed** arrival date, my reservation will not be reinstated for the remainder of the stay unless I instruct the hotel to reinstate my reservation. Reinstated reservations are subject to hotel's availability. Further, I agree to the stated Registration Cancellation policy and I understand upon cancelling my registration I will accrue a \$75.00 non-refundable processing fee.

Visa/MasterCard/AmEx Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

**Additional Credit Card Authorization:** For hotel deposit only if different than the credit card number listed above. (**Expiration date must be 3/12 or later**, per hotel requirement.)

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_