



Registration Made Simple!



Mail it in!

NCMA
Attn: Customer Service
21740 Beaumeade Circle, Suite 125
Ashburn, VA 20147



Fax it in!

(703) 448-0939
Attn: Customer Service



Online!

www.ncmahq.org/gcmc2012/registration



E-mail it in!

Scan your form and e-mail it to
customerservice@ncmahq.org

Payment must be made at the time of registration. NCMA accepts MasterCard, VISA, American Express, Discover, and personal/company checks. **(NCMA does not accept purchase orders.)** Registration must be received by October 29, 2012. If not received by October 29, 2012, you must register on site. Each individual must complete a separate registration form.

Foreign Payment

Registration fees may be paid by credit card or by checks drawn on U.S. banks in U.S. (\$) dollars. NCMA does not accept purchase orders from foreign governments and will not invoice them for payment.

Cancellations, Substitutions, and Requests for Refunds

All cancellations, substitutions, and requests for refunds must be done in writing. **Substitutions are welcome!** Registrants who are unable to attend the meeting/training must fax or e-mail their cancellation or refund request to the attention of the Meetings Department at (703) 448-0939 or meetings@ncmahq.org, on or before **October 19, 2012**. A \$75 administrative fee will be applied to all cancellations received on or before **October 19, 2012**. No refunds will be issued for cancellations received after **October 19, 2012, 5:00pm ET** (local time). Refunds will not be issued for no-shows. **Badge switching/sharing is prohibited. ID required at check-in.**

Questions

If you have any questions, contact NCMA Registration at meetings@ncmahq.org or 800-344-8096.

NATIONAL CONTRACT MANAGEMENT ASSOCIATION



31st Annual Government Contract Management Conference

NOVEMBER 5-6, 2012 ■ WASHINGTON, DC

RENAISSANCE DOWNTOWN HOTEL ■ WASHINGTON, DC

REGISTRATION FORM

Contact Information

Please print your name as you would like it to appear on your badge.

FIRST NAME	LAST NAME	DESIGNATION (CPCM, CFCM, CCCM)
NCMA MEMBER NUMBER	COMPANY/AGENCY NAME	TITLE
STREET ADDRESS		
CITY	STATE	ZIP
PHONE NUMBER	FAX NUMBER	E-MAIL
EMERGENCY CONTACT/PHONE NUMBER		



☐ Please check here for any special needs. We will contact you.

Registration

Conference

(November 5-6)

Advance (On or before October 1, 2012)

- ☐ \$685 Member (member number required)
☐ \$810 Nonmember*

Regular (After October 1, 2012)

- ☐ \$785 Member (member number required)
☐ \$910 Nonmember*

One-Day Rate

- ☐ \$420 Member (member number required)
☐ \$545 Nonmember*
☐ Monday, November 5 ☐ Tuesday, November 6

Student

- ☐ \$250 (must be a full-time student and not have a full-time job in contract management)

Post-conference Seminar

(November 7)

- ☐ The **COR** Member of the Acquisition Team:
The Contracting Officer's Representative (COR)
Guide to Performance and Quality

- ☐ \$295 Member/Conference Attendee
☐ \$325 Member/Seminar Only
☐ \$345 Nonmember/Conference Attendee
☐ \$395 Nonmember/Seminar Only

- ☐ FREE Career Fair (November 6, 2:00pm-6:00pm)

For group discounts on registrations of five or more, please contact Rita Rose at rose@ncmahq.org.

*Nonmembers will receive a one-year complimentary NCMA membership with your registration payment.

TOTALS:	Registration Fee	\$
	Post-conference Seminar	\$
	Total	\$

Payment

All registrations must be accompanied by check or credit card. No purchase orders or requests for invoicing will be accepted. Registrations received without payment will not be processed. Please indicate attendee name on check receipt.

- ☐ Check Enclosed (Payable to NCMA) ☐ American Express ☐ Discover ☐ MasterCard ☐ Visa

CREDIT CARD NUMBER	EXP. DATE	TOTAL AMOUNT
NAME ON CARD		
SIGNATURE		
<input type="checkbox"/> Please do not include me on the mailing list that is distributed to Government Contract Management Conference sponsors.		