



Registration Made Simple!



Mail it in!

NCMA
Attn: Meetings Department
21740 Beaumeade Circle, Suite 125
Ashburn, VA 20147



Fax it in!

(703) 448-0939
Attn: NCMA Registration



Online!

www.ncmahq.org/gcmc2011/registration



E-mail it in!

Scan your form and e-mail it to
memberservices@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 November 4, 2011. If not received by November 4, 2011, 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 17, 2011**. A \$75 administrative fee will be applied to all cancellations received on or before **October 17, 2011**. No refunds will be issued for cancellations received after **October 17, 2011, 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 rose@ncmahq.org or 800-344-8096.

NATIONAL CONTRACT MANAGEMENT ASSOCIATION



30th Annual Government Contract Management Conference

NOVEMBER 14-15, 2011 ■ BETHESDA, MD

BETHESDA NORTH MARRIOTT ■ BETHESDA, MD

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 14-15)

Advance (On or before October 3, 2011)

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

Regular (After October 3, 2011)

- ☐ \$735 Member (member number required)
☐ \$860 Nonmember*

One-Day Rate

- ☐ \$395 Member (member number required)
☐ \$520 Nonmember*
☐ Monday, November 14 ☐ Tuesday, November 15

Student

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

Post-conference Seminars

(November 16)

Choose one. Seminars run concurrently.

- ☐ 100 Worst Mistakes in Government Contracting
☐ Contract Types
☐ Risk Management for Complex U.S. Government Contracts and Projects

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

- ☐ FREE Career Fair (November 15, 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. | | |