



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

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 2, 2007. If not received by November 2, 2007, you must register on site. Each individual must complete a separate registration form.

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 26, 2007. A \$75 administrative fee will be applied to all cancellations received on or before October 26, 2007. No refunds will be issued for cancellations received after October 26, 2007, 5:00pm ET (local time). Refunds will not be issued for no-shows.

Badge switching/sharing is prohibited.

ID required at check-in.

NATIONAL CONTRACT MANAGEMENT ASSOCIATION



26TH ANNUAL


Government Contract Management Conference

NOVEMBER 8-9, 2007 • BETHESDA NORTH MARRIOTT HOTEL & CONFERENCE CENTER • 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		 <input type="checkbox"/> Please check here for any special needs. We will contact you.

What is your level of management responsibility?

- | | |
|--|--|
| <input type="checkbox"/> Entry-Level | <input type="checkbox"/> Supervisor |
| <input type="checkbox"/> Experienced (non-supervisory) | <input type="checkbox"/> Middle Management |
| <input type="checkbox"/> Sr. Level (non-supervisory) | <input type="checkbox"/> Executive |

What type of organization do you work for?

- | | |
|---|--|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Federal Government |
| <input type="checkbox"/> State/Local Government | <input type="checkbox"/> Government Contractor |
| <input type="checkbox"/> Professional Services (i.e., accountant, lawyer, consultant) | |

Registration

Conference (November 8-9)

Advance (On or before September 28, 2007)

- ☐ \$635 Member (member number required)
☐ \$745 Nonmember*

Regular (After September 28, 2007)

- ☐ \$685 Member (member number required)
☐ \$795 Nonmember*

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

Pre-conference Seminars (November 7, 8:30am-4:30pm)

Choose one. Seminars run concurrently.

- ☐ **Contract Negotiations**
☐ **Solicitations, Bids, Proposals, and Source Selection**

- ☐ \$245 Member/Conference Attendee
☐ \$295 Member/Seminar Only
☐ \$295 Nonmember/Conference Attendee
☐ \$345 Nonmember/Seminar Only

TOTALS:

Registration Fee \$ _____

Pre-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

- ☐ Please do not include me on the mailing list that is distributed to Government Contract Management Conference sponsors. REV 080907

WEB