



Registration Made Simple!



Mail it in!

NCMA Registration
21740 Beaumeade Circle, Suite 125
Ashburn, VA 20147



Fax it in!

(703) 448-0939
Attn: NCMA Registration



Online!

www.ncmahq.org/gcms2013/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.

Registration must be received by November 11, 2013. If not received by November 11, 2013, you must register on site. Each individual must complete a separate registration form.

Purchase orders must be accompanied by appropriate supporting documentation. All purchase orders submitted must include an individual registration form for each attendee; the date and method by which payment will be guaranteed; and if different than registrant, a primary contact for the account.

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 and e-mailed to: meetings@ncmahq.org, or faxed to 703-448-0939. Substitutions are welcome! Registrants who are unable to attend the meeting/ training must fax or e-mail their cancellation or refund request on or before November 4, 2013. A \$150 administrative fee will be applied to all cancellations received before November 4, 2013. No refunds will be issued for cancellations received after 5:00pm Eastern Time, November 4, 2013. Refunds will not be issued for no-shows. This policy also applies to the National Education Seminars.

Badge switching/sharing is prohibited. ID will be 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



32nd Annual Government Contract Management Symposium

NOVEMBER 18-19, 2013 ■ WASHINGTON, DC

WASHINGTON MARRIOTT WARDMAN PARK ■ WASHINGTON, DC

GROUP 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		
HOTEL CONFIRMATION NUMBER		



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

Registration

Symposium

(November 18-19)

In order to qualify for the group rate, at least five individuals must register at one time, after which other individuals may be registered subsequently.

Group

- ☐ \$575 Member (member number required)
☐ \$700 Nonmember*

*Save \$100 on your group registration rate when you provide your hotel confirmation number.***

Fall Chapter Leader Summit

(November 17)

- ☐ \$50

National Education Seminar

(November 20)

- ☐ Developing Winning Proposals—
Proposal Preparation Tips and Techniques
☐ \$295 Member/Symposium Attendee
☐ \$325 Member/Seminar Only
☐ \$345 Nonmember/Symposium Attendee
☐ \$395 Nonmember/Seminar Only

TOTALS:	Registration Fee	\$
	Fall Chapter Leader Summit	\$
	National Education Seminar	\$
	Total	\$

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

**The \$100.00 discount applies only to advanced, regular, and group registration rates; discount does not apply to any other registration types. Hotel reservation must be made prior to registration and registration must be made via a paper form. The hotel confirmation number must be provided at the time of registration and the name on the reservation must match the name of the registrant. In the event that an attendee's hotel reservation is cancelled, the attendee will be responsible for the \$100 difference. NCMA is authorized to charge the card provided at the time of registration for this difference. In the event the attendee paid via check the attendee will be invoiced for the difference.

Payment

All registrations must be accompanied by check or credit card. 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 Symposium sponsors.