






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

 **E-mail it in!**
Scan your form and e-mail it to
memberservices@ncmahq.org

Cancellations, Substitutions, and Requests for Refunds for Pre-conference Seminar

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.

If you are unable to attend the seminar and/or any of the special events, please fax or e-mail your cancellation or refund request 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, e-mail the Meetings Department at meetings@ncmahq.org.

NATIONAL CONTRACT MANAGEMENT ASSOCIATION



30th Annual Government Contract Management Conference

NOVEMBER 14-15, 2011 ■ BETHESDA, MD

BETHESDA NORTH MARRIOTT ■ BETHESDA, MD

COMPLIMENTARY 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)

This conference is complimentary to volunteers, speakers, members of the NCMA Board of Directors, and Leadership Development Program Participants. Please indicate your category below.

- Volunteer Board of Directors (BOD)
- Speaker CMLDP Participant
- FREE Career Fair (November 15, 2:00pm-6:00pm)

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
- \$0 BOD

TOTALS: Pre-conference Seminar \$ _____

Total	\$ _____
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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.