



2009 InsideNGO Annual Meeting FAQs

Who may register to attend the Annual Meeting?

If you work for a member of InsideNGO, you are eligible to register and attend the Annual Meeting. To check whether your organization is a member, please click here http://www.insidengo.org/member_list.htm.

How is the Annual Meeting organized this year?

Because this is our first Annual Meeting as **InsideNGO** (whereas previously there were separate APVOFM and Personnel Coop Annual Meetings at different times of the year), meetings of our main operational areas now occur in the same week with a cross-functional or integration day in the middle. We are programming a Finance/Grants and Contracts Annual Meeting on July 27 and 28, a Human Resources Annual Meeting on July 30 and 31, and a “bridge” day on July 29 that will integrate topics across the various operational areas served by InsideNGO.

Can I register for any combination of days?

To make the programming as meaningful as possible for the different operational areas, you may register for:

- only the Finance/Grants and Contracts two days (July 27, 28)
- only the Human Resources two days (July 30, 31)
- only the Integrated day (July 29)
- 2 + 1: either the two Finance/Grants and Contracts days plus the integrated day or the two Human Resources plus the integrated day
- all five days

Please see the [Registration](#) link for more information. If your Registration question is not covered there, please call our office at (203) 226-3650.

Will I receive a confirmation of my registration?

Yes – you will receive an automated confirmation generally within 48 hours of our receipt of your registration.

What are the registration rates for the different combinations of days?

Please see the [Registration](#) link for more information.

I see from Registration information that you have an Early Payment discount of \$50 per registrant if Registration is done by June 12 – is that correct?

You are eligible for the Early Payment discount if you register *and pay* by June 12. If we receive your registration by June 12 but no payment, the Early Payment discount does not apply. In order to ensure the Early Payment discount, we recommend you register *and pay by credit card* to meet the June 12 cutoff.



I would like to attend the Annual Meeting but my budget is tight. Is there a way I can help make attendance cost effective?

We have several pricing features to help in this regard:

- Take advantage of the Early Payment Discount of \$50 per person if you register *and pay* by June 12
- Register for the Group Discount. If your organization has two or more staff members who want to attend, a \$50 discount will be applied to each registration made *at the same time*.
- If you choose to attend the Integration day plus the Finance/Grants and Contracts or the Human Resources two-day segments, you will save on the overall registration cost. Choosing a three-day bundle that includes the middle integration day is a cost effective option.
- This year we are offering a Travel Discount. Take an additional \$50 off each registration for anyone who needs to travel distances greater than 200 miles to attend.
- The GWU Inn, where we have reserved a block of rooms for Annual Meeting attendees, offers rates that are very budget friendly for Washington, DC. (See FAQ below.)

What does my Annual Meeting Registration include?

In addition to all the sessions and any materials for the days for which you register, your registration includes continental breakfast, lunch, and morning and afternoon breaks, as well as the cocktail reception at the end of the first day of the meeting segment you register for (July 27 for Finance/Grants and Contracts and July 30 for Human Resources).

If our organization registers someone who can't attend at the last minute, may we substitute another staff member?

Yes – you may substitute attendees. Please notify us in writing by sending an email to srakowsky@insidengo.org.

May several people from my organization share a registration?

No, each attendee must have his/her own registration.

What is InsideNGO's Annual Meeting Cancellation Policy?

A \$100 processing fee will be assessed for cancellation for any reason on or before July 13th. For cancellations received after July 13th, the full fee will be assessed.

Refunds will not be given to those who do not cancel and do not attend. Registrants whose payments are not received by the start of the meeting will be invoiced at the "late" registration rate. All cancellations must be in writing and can be emailed to info@InsideNGO.org or faxed to (203) 226-3652.

Is the Marvin Center at GW close to public transportation and parking?

Washington, DC's metro (subway) serves GWU on the Blue and Orange lines; the closest metro stop is Foggy Bottom which is an easy couple of blocks from the Marvin



Center. Inside parking at area garages is available in the vicinity at their published daily rates. On-site parking is available at the GWU Inn if you are staying there (rate is \$30 per day, inclusive of taxes).

Is any particular hotel offering a block of rooms at preferred conference rates?

The GW University Inn, which is affiliated with GWU and the Marvin Center, is offering preferential room rates for the InsideNGO Annual Meeting at \$129 pre-tax for Sunday, July 26 and \$149 pre-tax for weeknights of the Annual Meeting for **single/double** occupancy, and \$159 pre-tax for Sunday July 26 and \$179 pre-tax weeknights of the Annual Meeting for efficiency suite occupancy. These are great rates for Washington, DC. The GW University Inn is located at 824 New Hampshire Ave. in NW Washington, DC in Foggy Bottom, an easy walk from the Marvin Center itself. www.gwuinn.com **Book by June 12, 2009**; after that date, the InsideNGO block of rooms is released. You must reserve with a major credit card at the time of booking to guarantee your reservation. The Inn accepts American Express, Visa, MasterCard and Diner's Club. Mention InsideNGO or Group Code#212951. For reservations, call 800-426-4455 or 202-337-6620.

Can I make my hotel reservations now?

You can make hotel reservations at any time, but you must book by June 12 for the best rate. You must be registered for the Annual Meeting in order to reserve a hotel room at the rates noted above. When you call the GWU Inn please let them know that you are attending the InsideNGO Annual Meeting at the end of July. See above for additional details.

What happens if I have to cancel my hotel reservation with the GWU Inn?

You must cancel your reservation by 4:00 p.m. on the day before your scheduled arrival or you will be considered a no-show and will be billed one night's stay to the credit card on file when you first made your reservation. All arrangements are between you and the GWU Inn.

Will there be opportunities to connect with colleagues outside the official Annual Meeting programs and hours?

We encourage you to take maximum advantage of networking opportunities at the Annual Meeting. If you want to put together an impromptu "dine around" where you gather other meeting participants for conversation in the evening over dinner, or get a breakfast group going, InsideNGO will help facilitate that by having a sign up area for attendees who wish to participate on a particular topic. We will also announce such opportunities from the podium as they are scheduled.

My question is not here – who should I contact?

We're sorry you didn't find what you need. Please direct your questions to our Westport office by calling (203) 226-3650 or emailing info@InsideNGO.org