

Annual Meeting Registration Form

**George Washington University
Marvin Center
800 21st Street, NW—Washington, DC**

Keep checking our website for updates www.INSIDEngo.org

July 27-28—Annual Meeting for Finance, Grants & Contracts
 July 29—New! Annual Meeting for Cross Operations (including sessions for Tech, Legal, HR, F/G/C)
 July 30-31—Annual Meeting for Human Resources

IT'S AS EASY AS 1-2-3-4-5!

- 1 – **Decide on Meeting Package.** (See below.)
- 2 – **Apply Discounts ☺ or Late Payment Penalty ☹**
Traveling from afar? Registering with at least one other co-worker? Oops—late payment?
- 3 – **Complete this Registration Form** in full.
- 4 – **Pay now** - by credit card or check. Avoid a late payment penalty—pay by July 13.
- 5 – **Make your hotel reservations** now. Rates at GWU Inn are good through June 26.

Name _____
 Title _____
 Organization _____
 Address _____

 Phone _____ Fax _____
 E-Mail _____

Meeting Packages: (Includes breaks, lunches, cocktail party) *(check one)*

2-day—Finance, Grants & Contracts	July 27-28	\$600 <input type="checkbox"/>
3-day—Finance, Grants & Contracts plus Cross Operations & Technology (discounted package)	July 27-29	\$750 <input type="checkbox"/>
1-day—Cross Operations plus Tech	July 29	\$300 <input type="checkbox"/>
2-day—Human Resources	July 30-31	\$600 <input type="checkbox"/>
3-day—Human Resources plus Cross Operations and Technology (discounted package)	July 29-31	\$750 <input type="checkbox"/>
Five Day (discounted package)	July 27-31	\$1,200 <input type="checkbox"/>

Discounts: *(check all that apply)*

Travel Discount for traveling >200 miles (per person)		(\$50) <input type="checkbox"/>
Group Registration Discount (Register at the same time as colleague/s to get a per person discount—Sorry, no sharing of registrations permitted.)	Register group at same time	(\$50) <input type="checkbox"/>

Late Payment Penalty: *(check if applicable)* Pay after July 13 **\$50**

Total Payment Due: *(Package, less Discounts, plus Penalty)* _____ ➔

CREDIT CARD PAYMENT FORM

Charge \$ _____ to my

Amex Visa
 MasterCard Discover

Account Number: _____

Expiration Date: _____

Cardholder Name: _____

Signature: _____

Credit Card Billing Address: _____

Cardholder Email: _____

Cancellation Policy: A \$100 fee will be incurred for cancellations prior to July 13. InsideNGO regrets that refunds will not be given after July 13 or for no-shows. Substitutions may be made at any time without penalty. Registrations may not be shared.
 Questions? Call 203-226-3650.

Please fax completed form to 203-226-3652.
 Or email a copy to workshops@INSIDEngo.org.
 Or send us a check along with your registration form.

Hotel Information—Register NOW for best availability and rates!
 ► **Deadline extended—Rates are good through June 26, 2009—**
www.GWUInn.com ◀

GWU Inn—824 New Hampshire Avenue, NW, Washington, DC 20037
 Call 800-426-4455 or 202-337-6620 and provide Promotion Code: 212951 or tell them you're with **InsideNGO** to get rates of \$149 (single/double) or \$179 (efficiency suite).

Please send your payment check to:

InsideNGO
 19 South Compo Road
 Westport, CT 06880
Tel: 203-226-3650 Fax: 203-226-3652