

## 2010 InsideNGO Annual Member Meetings 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](http://www.INSIDEngo.org/member_list.htm).

### How is the Annual Meeting organized?

InsideNGO's Annual Meeting is a week-long (5 day) event divided into segments that reflect the different operational areas we support. We are programming a Finance Grants & Contracts Annual Meeting on July 12-13, a Human Resources Annual Meeting on July 15-16, and a "bridge" day on July 14 that will integrate topics across the various operational areas served by InsideNGO.

### May 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 & Contracts segment - two days (July 12-13)
- only the Human Resources segment - two days (July 15-16)
- only the Cross-Operational segment – one day (July 14)
- 2 + 1: either the 2-day Finance Grants & Contracts segment plus the 1-day Cross-Operational segment or the 2-day Human Resources segment plus the 1-day Cross-Operational segment
- 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 May 28 – is that correct?

You are eligible for the Early Payment discount if you register *and pay* by May 28. If we receive your registration by May 28 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 May 28 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:

- Take advantage of the Early Payment Discount of \$50 per person if you register *and pay* by May 28.
- 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 Cross-Operational segment plus the Finance Grants & Contracts or the Human Resources 2-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.
- We offer a Travel Discount. Take an additional \$50 off each registration for anyone who travels distances greater than 200 miles to attend.
- The GWU Inn and Hotel Lombardy, where we have reserved a block of rooms for Annual Meeting attendees, offer 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 (July 12 for Finance Grants & Contracts and July 15 for Human Resources).

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

Yes – however, the substitution must be for the entire segment (i.e., you may not share registrations). Please notify us in writing by sending an email to [srakowsky@InsideNGO.org](mailto:srakowsky@InsideNGO.org).

### **May several people from my organization share a registration?**

No, each attendee must have his/her own registration. (See above)

### **What is InsideNGO's Annual Meetings Cancellation Policy?**

InsideNGO regrets that refunds will not be given after June 28 or for no shows. Please contact us regarding substitutions. All cancellations or substitution requests must be received in writing; requests and other questions can be emailed to [info@InsideNGO.org](mailto:info@InsideNGO.org) or faxed to 203-226-3652. Registrations may not be shared.

### **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, an easy couple of blocks from the Marvin Center. Inside parking at area garages is available in the vicinity at their published daily rates. If you are staying at either of the discounted hotels, on-site parking is available at the GWU Inn (rate is \$30 per day, inclusive of taxes) and Hotel Lombardy (overnight parking with in and out privileges is \$36 per night).

### **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, and Hotel Lombardy are offering preferential room rates for the InsideNGO Annual Meeting. Both are located in NW Washington, DC in Foggy Bottom, an easy walk to the Marvin Center.

GWU Inn is offering single/double rooms at a pre-tax rate of \$129/night on Sunday, July 11 and \$149/night for Monday, July 12 through Thursday, July 15. The GWU Inn is located at 824 New Hampshire Ave. Mention InsideNGO or Group Code#250951 for the discounted rates. For reservations, call 800-426-4455 or 202-337-6620. [www.gwuinn.com](http://www.gwuinn.com)

Hotel Lombardy is offering single/double rooms at a pre-tax rate of \$159/night from Sunday, July 11 – Friday, July 16. Hotel Lombardy is located at 2019 Pennsylvania Ave. Mention InsideNGO or Group Code#2084. For reservations, call 202-828-2600 or 800-424-5486. [www.hotellombardy.com](http://www.hotellombardy.com)

These are great rates for Washington, DC. **Book by June 1, 2010**; after that date, the InsideNGO blocks of rooms will be released. You must reserve with a major credit card at the time of booking to guarantee your reservation.

### **Can I make my hotel reservations now?**

You can make hotel reservations at any time, but you must book by June 1 for the best rate. You must be registered for the InsideNGO Annual Meeting in order to reserve a hotel room at the rates noted above. When you call the GWU Inn or Hotel Lombardy please let them know that you are attending the InsideNGO Annual Meeting. See above for additional details.

### **What happens if I have to cancel my hotel reservation with the GWU Inn or Hotel Lombardy?**

To cancel with the GWU Inn you must call by 4:00pm the day before your scheduled arrival. Hotel Lombardy reservations must be cancelled 24 hours prior to your scheduled arrival. For either hotel, if you do not cancel according to their policy, 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 hotel.

### **Will there be opportunities to connect with colleagues outside the official InsideNGO 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 board 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 call us in Connecticut at 203-226-3650 or in Washington, DC at 202-509-0465 or email us at [info@InsideNGO.org](mailto:info@InsideNGO.org).