Blacks In Government

23rd Annual

National Training Conference

"Retooling for the 21st Century - Setting New Standards of Performance and Productivity"

Los Angeles Convention Center
Los Angeles, California

August 27-31, 2001

Pre-Registration Booklet

GENERAL INFORMATION

INVITATION TO THE BIG CONFERENCE

You are invited to attend the 23rd Annual National Training Conference of Blacks In Government (BIG), August 27-31, 2001. This year's conference theme: ***"RETOOLING FOR THE 21ST CENTURY – SETTING NEW STANDARDS OF PERFORMANCE & PRODUCTIVITY,"*** focuses on BIG's commitment to assist conference attendees in reaching a new "personal best" in their career development.

Attendance at the conference will allow participants to focus on issues of broad concern in an educational environment. The BIG conference is well known for its quality workshop presentations and is endorsed by federal, state, and local government agencies. This year's theme celebrates 23 years of quality training and BIG's commitment to training as a tool for social progress.

WHAT IS BIG?

BIG is a nonpartisan, nonprofit organization of government employees at the federal, state, and local government levels. It is committed to improving the quality of public service through promoting equity, excellence, and opportunity in government. The organization was incorporated in 1976 and since its inception has functioned as an advocacy, training, educational, and professional development organization.

NTC PURPOSE

The National Training Conference (NTC) is for individuals interested in enhancing or gaining skills in critical areas impacting today's workplace, both government and private. Special emphasis is placed on Career Enrichment, Professional Development, and Leadership Development. Subject areas include career management, effective leadership, emerging technology, communication skills, quality of work life, and equal employment opportunity.

The NTC offers participants an opportunity to learn from nationally recognized experts, public administrators, and grassroots leaders on the cutting edge of their respective areas of expertise. Registrants will have the opportunity to network with a diversity of public servants from the federal, state, and local government levels. In addition, the conference will enable participants to:

1. Develop communication skills to enhance interpersonal effectiveness and professional competence

2. Increase knowledge of the federal, state, and local personnel processes and understand how personnel actions impact career development and advancement

3. Gain a better understanding of the impact of civil service reform initiatives

4. Learn how anti-discrimination laws and regulations should be used to deal with discrimination in the workplace

5. Develop a personal strategy for adapting information technology and concepts to reach professional and personal goals

6. Heighten awareness of quality customer service

7. Develop a "personal best" in their job performance and execution

LOCATION OF TRAINING

All training will be held in the Los Angeles Convention Center, 1201 South Figueroa Street, Los Angeles, CA. 90015.

GENERAL INFORMATION

REGISTRATION

There are two ways to register:

BY MAIL: Send your registration form with payment or appropriate training authorization to:

BLACKS IN GOVERNMENT
1820 11th Street N.W.
Washington, D.C. 20011-5015

BY FAX: (CREDIT CARD PAYMENT ONLY) Fax your registration form with credit card information to **(202) 667-3705.**

PRE-REGISTRATION

We encourage you to register early. A separate registration form is required for each registrant. Feel free to photocopy the form. ***Pre-registration is $375 for members and $525 for nonmembers***. Pre-registration must be postmarked by ***July 20, 2001.*** All registrations received via fax or postmarked after this date will be returned to sender.

Upon receipt of your pre-registration form and full payment, BIG will send you a confirmation letter. ***In order to receive the NTC Official Registration Packet on-site, you must bring the confirmation letter with you.***

Registrants will receive a Registration Packet containing a name badge, program guide, and general information on the NTC.

Attendees must be registered participants to attend conference activities. ***Admission to all activities will require a badge or ticket***.

ON-SITE REGISTRATION

After July 20, 2001, all registrations must be made on-site. ***On-site Registration is $425 for members and $575 for nonmembers.*** Payment for On-site Registration costs and extra tickets at the conference must be made by cash, travelers cheques, money orders, bank drafts, training authorization, or major credit cards. No other form of payment, including personal or chapter check, will be accepted.

REFUND AND CANCELLATION POLICY

Blacks In Government must receive a **"written cancellation notice"** no later than July 20, 2001 in order to issue a refund. No refunds or cancellations will be honored after that date. All cancellations will be assessed a $50.00 processing fee (including credit card debit transactions). Confirmed registrant **"no shows"** are liable for the entire registration fee.

NAME BADGES

Please wear your name badge at all times. It allows you access to all conference events held at the Convention Center, including Plenary Sessions, Workshops, Special Events, Health Expo, Career Fair, and Exhibit Hall.

If you lose your badge, please see a staff member at On-site Registration for assistance. A replacement badge costs $25.00; therefore, keep your badge in a safe place.

AGENCY FORUMS

Many Federal agencies will be holding forums on August 27-28, 2001 specifically for their employees who are attending the NTC. Please check with your Agency to verify any such meetings so you do not inadvertently sign up for other training taking place at the same time as your agency forum. A partial list of the agencies and organizations that have been invited to participate in this year's conference is shown on page 5.

NTC WORKSHOPS

Beginning Monday, August 27, 2001, the conference will provide 5 days of expert training that features excellent workshops and speakers. See pages 6-9 for synopsis.

GENERAL INFORMATION

OPENING PLENARY SESSION

The Opening Plenary Session on Monday, August 27, 2001 serves as the inauguration of the NTC. It will be held at the Los Angeles Convention Center and highlight Organizational and local dignitaries and special guests. A keynote speaker will set the tone for the conference theme and educational workshops.

CAREER FAIR

Thinking about a career change? A Career Fair will be held Thursday, August 30, 2001 at the Los Angeles Convention Center. Many Corporate, Private, Federal, State and Local government agencies will be on hand to conduct hiring and interviewing sessions with potential workforce candidates. Please come prepared for this career advancement opportunity.

EXHIBITS

The exhibitor showcase will be located on the Exhibit Hall Level of the Los Angeles Convention Center. Numerous private vendors, consultants, government agencies and BIG chapters will participate as exhibitors. These exhibitors will provide a wide array of information on items such as: career and training opportunities, recruitment programs, educational opportunities, health education, insurance and retirement planning, as well as crafts and gifts.

CLOSING PLENARY SESSION

At the end of the NTC on Friday, August 31, 2001, the Closing Plenary will wrap up the week of enlightening workshops, forums, and presentations. The Closing Plenary will feature a dynamic keynote speaker and special achievement award presentations. This event will also take place at the Los Angeles Convention Center.

SPECIAL EVENTS

Special Events are planned throughout the week. The times and locations of the events will be announced later. Admissions to events held at area hotels will **only** require a conference badge. Tickets for events held off the hotel premises will be sold at the Special Events Booth.

CUSTOMER SERVICE CENTERS

Customer Service Centers will be located throughout the Los Angeles Convention Center. Information on all phases of the conference including hotels, restaurants, medical facilities, and points of interest in Los Angeles will be available. Hours of operation will coincide with the registration hours.

AUDIO/VIDEO TAPING

Professional audio and video taping will occur during the Opening and Closing Plenary Sessions. Contact the National Office for availability of the tapes. Participants **may not** tape record or video tape any of the workshops or special events. Regular cameras may be used for candid photos of any event. **In addition, participants are prohibited from using cell phones and pagers during all events.**

FEEDBACK

Your feedback is very important in planning future NTCs. Please help us plan, improve, and maintain a quality conference by completing an overall conference evaluation form located in the back of the program guide during the week.

ADDITIONAL INFORMATION

For more information on the conference, call the National Office at 1-800-433-3280 or (202) 667-3280, or visit our homepage on the Internet at: ***http://www.bignet.org.***

TRAINING CONFERENCE AGENDA

SUNDAY AUGUST 26, 2001	**4:00 PM - 8:00 PM**	**Registration**
MONDAY AUGUST 27, 2001	**8:00 AM - 8:00 PM**	**Registration**
	9:00 AM - 12:00 PM	**Opening Plenary Session**
	1:00 PM - 7:00 PM	**Exhibit Hall**
	1:00 PM - 7:00 PM	**Health Expo**
	1:00 PM - 5:00 PM	**Agency Forums**
	1:00 PM - 5:00 PM	**Workshops**
TUESDAY AUGUST 28, 2001	**8:00 AM - 5:00 PM**	**Registration**
	8:00 AM - 5:00 PM	**Agency Forums**
	8:00 AM - 5:00 PM	**Workshops**
	10:00 AM - 7:00 PM	**Health Expo**
	10:00 AM - 7:00 PM	**Exhibit Hall**
	7:00 PM - 10:00 PM	**Special Events**
WEDNESDAY AUGUST 29, 2001	**8:00 AM - 5:00 PM**	**Registration**
	8:00 AM - 5:00 PM	**Workshops**
	10:00 AM - 7:00 PM	**Health Expo**
	10:00 AM - 7:00 PM	**Exhibit Hall**
	7:00 PM - 10:00 PM	**Special Events**
THURSDAY AUGUST 30, 2001	**8:00 AM - 12:00 PM**	**Registration**
	8:00 AM - 5:00 PM	**Workshops**
	10:00AM - 4:00 PM	**Career Fair**
	10:00 AM - 7:00 PM	**Health Expo**
	10:00 AM - 7:00 PM	**Exhibit Hall**
	7:00 PM - 10:00 PM	**Special Events**
FRIDAY AUGUST 31, 2001	**Closed**	**Registration**
	8:00 AM - 1:00 PM	**Workshops**
	8:00 AM - 1:00 PM	**Health Expo**
	9:00 AM - 1:00 PM	**Youth Empowerment Day**
	10:00 AM - 1:00 PM	**Exhibit Hall**
	2:00 PM - 5:00 PM	**Closing Plenary Session**
	9:00 PM - 1:00 AM	**Networking Extravaganza**

FEDERAL AGENCIES AND OTHER FORUMS

The following list contains some of the federal and local government agencies that have been **invited** to hold forums at the NTC. All forums arranged through BIG will be held at the Los Angeles Convention Center. The Customer Service Centers will have the room assignments.

Centers for Disease Control and Prevention and Agency for Toxic Substance and Disease Registry

Central Intelligence Agency

Defense Logistics Agency

Department of Agriculture

Department of the Air Force

Department of the Army

Department of Commerce

Department of Defense

Department of Education

Department of Energy

Department of Housing and Urban Development

Department of Interior

Department of Justice

Department of Labor

Department of the Navy

Department of State

Department of Transportation

Department of the Treasury

Department of Veterans Affairs

D.C. Department of Health and Human Services

Environmental Protection Agency

Equal Employment Opportunity Commission

Federal Aviation Administration

Food and Drug Administration

General Services Administration

Internal Revenue Service

National Aeronautics and Space Administration

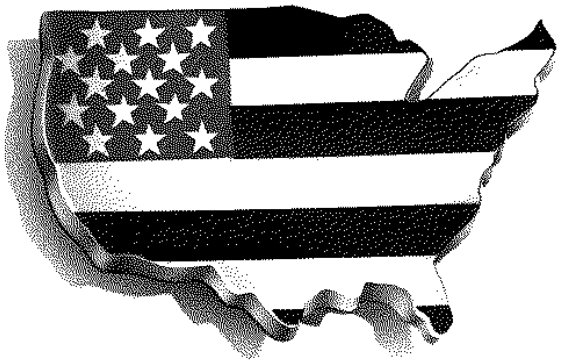
National Institutes of Health

National Guard Bureau

Office of Personnel Management

Patent and Trademark Office

United States Marine Corp



CONCURRENT WORKSHOP TRAINING SESSIONS

A **preview** of subject matter categories and titles for some of the professional development and educational concurrent workshops that may be offered at this year's conference are listed on the following pages. Workshops will be presented at the Los Angeles Convention Center and filled on a first-come first-served basis.

Each workshop will be identified with a subject matter category two-letter code noted below:

IT	Information Technology	**PQ**	Personal Effectiveness/Quality of Work Life
CD	Career Development	**ML**	Management and Leadership Skills
CS	Communication Skills	**EP**	EEO/Personnel

BIG reserves the right to substitute or cancel workshops due to circumstances beyond our control. This will only occur if a presenter, for an unavoidable reason, is unable to honor his/her commitment. In that event, we will make every effort to substitute that presenter or workshop with a similar workshop and presenter with comparable qualifications.

INFORMATION TECHNOLOGY (IT)

COMPUTER SKILLS FOR 2001 AND BEYOND

Computers are not just for programmers anymore. This workshop identifies and discusses the types of computer skills that will enhance any type of career and techniques for developing computer skills efficiently and inexpensively. The primary focus will be on computer skills associated with new technologies. The skills include web page design, multimedia development, application training, and many others.

YOUR COMPUTER IS THE NEW CLASSROOM

This workshop is designed to introduce conference attendees to interactive technology, the training medium of the new millennium. Learn what interactive technology is, and how you can benefit from it. Learn what the characteristics are of a well-designed product. See a demonstration of the various kinds of functionality that can be incorporated into an interactive multimedia-training course. Gain an appreciation for the advantages and disadvantages of training delivered by CD-ROM and the World Wide Web.

INTERNET TRAINING 101: "THE NUTS AND BOLTS"

The purpose of this workshop is to demystify the Internet and expose its many capabilities as a beneficial use in the workplace and home. Participants will explore how Internet access can be utilized to enhance your quality of life. Knowledge is power and access to information is key for the 21st century.

INTERNET SEARCH ENGINES AND RESEARCH

Presented by USDA Grad School Instructor

Information is available on the Internet on virtually every conceivable subject for people who need to find information and research a subject workshop provides an overview of the browsing, searching and access skills that are needed to find information about Web sites, people, places and files. Further, you will learn techniques to retrieve, to evaluate, to edit, to save/store and to print information efficiently.

CAREER DEVELOPMENT (CD)

GETTING THAT JOB

This training session will improve participants interview skills through understanding "what to do or say" and "what not to do or say" to ensure the success of an interview. Topics covered will be defining the job interview, understanding the three phases of an interview, exploring the answers to the ten most frequently asked interview questions, and increasing knowledge of employer comments on winning interviews.

THE CAREER DEVELOPMENT MODEL

This workshop will facilitate overcoming obstacles to career advancement by exploring activities that will improve promotion potential. Topics include the development of the individual through new skills, experiences, and education. An interactive portion of the presentation will discuss problems that hinder professional development and will provide solutions to those problems that are guaranteed to work.

CAREER SUCCESS PLANNING: GET ON YOUR DREAM SHIP

This workshop will provide exposure to successful career planning strategies and techniques whether you are beginning or about to close out your government career. You will obtain tools that can be used effectively throughout your future career.

DOWNSIZED BUT NOT OUT: CAREER STRATEGIES FOR TODAY'S JOB MARKET

Downsizing, budget cuts, and reinventing government have brought on new career realities. Developing the right career strategies to stay in the job market is a necessary process. This workshop will outline the steps needed to develop a career plan that stays in step with these dynamic times.

FINDING YOUR PERFECT WORK

This workshop will help participants identify and achieve their perfect work plans. Participants will assess their personal mission statement and explore work ideas for the type of work that they are seeking.

COMMUNICATIONS SKILLS (CS)

POWER LISTENING

This workshop defines effective listening as grasping not only the words but also the feelings presented with the message. Barriers to effective listening, including differences in types of communication styles, are discussed and ways to overcome the barriers are presented. The techniques for power listening are presented to include preparing to listen, showing an interest in listening, asking questions for clarification, withholding judgement, listening for key points, listening for both fact and feeling, and using your extra brain power. The techniques are practiced in role-playing and group exercises.

SPEAKING ON THE JOB - PRESENTING YOURSELF

This workshop gives you experience in structuring and delivering your message with confidence.
Professional men and women at all levels of an organization are often tasked to make formal and informal presentations to audiences both within and outside the organization. Frequently, the success of your career and your program relies on your ability to speak to others. This workshop will prepare you to present with confidence and effectiveness from any platform: a conference table or podium, a panel interview, and in person-to person interactions.

COMMUNICATING FOR RESULTS

How you deliver your message can often be just as important as what you say. Increase your chances of being understood by those around you, and overcome barriers to effective office communications.

COMMUNICATION SKILLS FOR WOMEN

Don't let your fear of communicating with authority and impact prevent you from accomplishing your professional and personal goals. Recognize and overcome the sex-role stereotypes that may be holding you back. Position yourself for growth and advancement. Work to avoid speech mannerisms and appearance mistakes that mark you as "lightweight." Gain skills you need to present a more powerful and positive image.

PERSONAL EFFECTIVENESS/QUALITY OF WORK LIFE (PQ)

PERSONAL DEVELOPMENT WORKSHOP: THRIVING IN THE WORKPLACE

This workshop is designed to help you assess your personal and social competencies to determine which need improvement and which you can build upon. You will develop the skills required to establish a systematic plan for improvement, which will help you thrive in the workplace. The approach, while challenging much conventional wisdom, is fully grounded in many years of research.

BEATING WORKPLACE STRESS

This workshop will acquaint participants with the necessary tools for identifying the causes of stress and managing stress effectively. Participants will learn how to appraise their stress situation; get their personal affairs in order; establish plans of action; and maintain focus on goals.

INTERPERSONAL SKILLS/PEOPLE SKILLS

This workshop will provide helpful suggestions and techniques on working and communicating effectively with people. Some of the techniques include: how to skillfully listen and talk to people and how to make people like you.

IN FLUX: HOW TO HANDLE BEING IN BETWEEN

Do you find yourself out of a job, about to be out of a job, or wanting to leave your job, but you are not quite ready to take the next step? You may well be in flux. You are not alone. In this session, you will learn how to reap the benefits of this critical stage and how to proceed once you are ready to move forward.

GOAL SETTING

This interactive workshop will include discussion, exercises, lecture, and feedback on: how to create goals; how to set positive goals, how and what tools to use to measure goal completion, and how to revise your goals to meet the changes in your life and career.

MANAGEMENT AND LEADERSHIP SKILLS (ML)

MANAGING OFF-SITE EMPLOYEES

Presented by USDA GRAD School Instructor

While technology has advanced the ability of more people to work outside the office, managers often sense a loss of control when supervising alternative work arrangements. This nuts-and-bolts workshop shows you how to manage the special needs of off-site employees including costs and benefits, selecting jobs and employees, tracking, agreements and performance issues.

CONFLICT ACROSS CULTURES

Presented by USDA GRAD School Instructor

In today's workplace, it is vital to understand and correctly interpret cultural and gender issues – and resolves differences when they arise. People from different cultures and backgrounds often approach their work differently. This course teaches you how to quickly resolve common problems that stem from "culture clash."

MAKING THE TRANSITION TO MANAGEMENT AND LEADERSHIP

Presented by USDA GRAD School Instructor

This workshop focuses on the managerial skills, tools, techniques, and practices that every manager or leader needs to be effective in the 21st century. Through open, objective discussion, participants will explore the impact of leadership on organizational management and behavior.

"THINK SES"

Presented by US Army SES Office

Fast paced, three-hour workshop to help you actively plans your progression to the Senior Executive Service. You will learn how to develop a career planning strategy and the SES job application process.

MANAGEMENT AND LEADERSHIP SKILLS (ML)

ACHIEVING SES STATUS

…Presented by OPM

Executive Core Qualifications

See:
http://www.opm.gov/ses.html/flyer.htm

EEO/PERSONNEL (EP)

EMPLOYMENT DISCRIMINATION IN THE FEDERAL SECTOR

Employment discrimination cases in the Federal Government have increased significantly in the past few years as a result of downsizing, outsourcing, and privatization. This workshop provides information about how the system works.

EMPLOYMENT DISCRIMINATION LAWS: AN OVERVIEW

The purpose of this workshop is to increase knowledge of substantive EEO laws; to enhance your ability to identify subtle discriminatory practices and give instruction on how to take appropriate action; to offer plans and techniques on eradicating workplace discrimination; and to give instruction on appropriate management of EEO guidelines.

DIVERSITY, PRODUCTIVITY, AND QUALITY: EXPLORING THE SYNTHESIS

This workshop will provide holistic perspective of the diversity, productivity, and quality issues affecting government organizations by exploring connections among: diversity and the law; supervisory and decision-making skill development; diversity and productivity within project teams; communication and conflict

EEO, AFFIRMATIVE ACTION AND DIVERSITY

Learn the historic and legal framework for Equal Employment Opportunity. Then build on that knowledge, by learning how Affirmation Action helps to capitalize on racial and cultural diversity. You will find the workshop useful if you are planning a career in EEO, human resource management or supervision. The course examines racism and other forms of discrimination in the workplace. It covers the EEO complaint process, alternative dispute resolution, accommodations for people with disabilities and affirmative action strategies. The workshop also examines how diversity contributes to organizational effectiveness.

SPECIAL ENHANCEMENT PRESENTATIONS (SEPs)

The Board of Directors and Executive Committee of Blacks In Government (BIG), take pride in BIG's reputation as an innovative institution for cost effective training and continuing education and professional development.

With this year's Special Enhancement Presentations (SEP), BIG is again taking the lead to increase the awareness, knowledge, and expertise of societal forces affecting today's workplace.

As a result, a registrant's core training objectives will be enhanced by attending these SEPs, some of which, may result in a certification of a specific competency or skill area.

HOTEL/TRANSPORTATION INFORMATION

PRIMARY HOTEL

LOS ANGELES MARRIOTT DOWNTOWN HOTEL
333 SOUTH FIGUEROA STREET, LOS ANGELES, CA. 90071
PHONE: (213) 617-1133

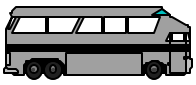
ALTERNATE HOTELS

Westin Bonaventure	**1-213-624-1000**
Regal Biltmore	**1-213-624-1011**
Wilshire Grand	**1-213-688-7777**
Hyatt Regency LA	**1-213-683-1234**
New Otani	**1-213-629-1200**
Radisson Wilshire Plaza Hotel	**1-213-381-7411**

LODGING RATES

- Single/Double — $99.00 per room/night
- Triple/Quad — Add $25.00 respectively per additional person to cost for double accommodations.
- Suites — Subject to availability and the Year 2001 Prevailing Rates
- All rates are subject to a **14% room sales tax** per room/ night
- Check in time is **3:00 PM** and check out is **12:00 P.M.**
- Mention **Blacks In Government National Training Conference** when making hotel reservations.
- There is a **72 hours** cancellation policy.
- For **additional** hotel information visit http://www.bignet.org.

AIRPORT SHUTTLE BUS AND TAXI SERVICE



Los Angeles International Airport Prime Time Shuttle Bus Service (1-800-733-8267) provides transportation to the downtown area hotels for $10.00 one way or $20.00 round trip per person. (Can also reserve a seven (7) passenger van at the above cost or a four (4) passenger town car one way for $58.00 dollars/$14.50 per person - call first). *(See boarding instructions at www.bignet.org)*

Taxicabs and car rentals are available at the Los Angeles Airport for transportation to downtown area hotels.

NTC 2000 CONFERENCE FEEDBACK

"I think it would be beneficial for Caucasian members of top management to attend with an open mind to absorb, observe, and then act. I am a white employee of the Department of Interior who has collateral EEO responsibilities."

"I have been in the government for 26 years. I attend and sponsor many conventions. NTC 2000 was a great professional experience, and one that I can say was excellent! This was my first BIG Conference. I was impressed enough to become a Lifetime Member, and will do all in my power to promote BIG and its cause."

"As a Hispanic, I enjoyed this Conference. It was very informative, friendly, and a great opportunity to get to know people. Keep up the good work!"

"Attending the conference has opened up a door with a wealth of knowledge that will help me to prosper in every area of my life. Thanks for the wonderful opportunity."

"This was indeed an experience. There was excellent information, camaraderie, networking, and very useful information. The topics were very helpful and informative and the instructors were very motivational."

"I believe the conference is an excellent resource, and I feel that the presenters for NTC 2000 were excellent in their workshop topics and presentation skills."

"I am satisfied with the outstanding service by the organizing committee members and excellent forums and workshops. It is certainly beneficial to my professional career. I highly recommend full participation by all racial/ethnic minority entities for their personal and and/or group advancement. I am an Asian-American at HUD Agency."

"The conferences have been very beneficial to me and I have passed on to friends, co-workers, and management at my agency all the wonderful things this organization has done and is doing. I wish BIG continued success with all of its endeavors."

"This conference was very effective for me. As an officer in the Justice Department, a lot of the training classes that were offered helped me to cope with the everyday stress as being an African American in the Federal Government."

"I am extremely happy that I was able to attend the conference. This was my first conference and I was impressed. I want to thank BIG and everyone involved in setting up this conference. The conference allowed me the opportunity to cover all aspects of my training desires and needs. Looking forward to Los Angeles, CA next year."

"The conference was very inspirational and uplifting. It has renewed my spirit and soul. I wish I could express what it has done for me. Please continue to do what you are doing. Look forward to coming next year. Keep up the good work. Thank you."

MEMBERSHIP APPLICATION

MEMBERSHIP APPLICATION

FOR OFFICIAL USE ONLY

BLACKS IN GOVERNMENT

1820 11th Street, N.W.
Washington, D.C. 20001
(202)667-3280 FAX (202)667-3705

Name _____ Home Phone _____
Last First MI Area Code Number

Home Address _____ Bus. Phone _____
Street Area Code Number

_____ Region _____
City State Zip Code

Employed by _____
Department Agency (Spell Out)

☐ Federal ☐ State ☐ Local (Identify) _____

Type of Membership: ☐ New ☐ Renewal - Membership Number _____

☐ Member ☐ Name of Chapter _____

☐ Associate Member

☐ Life Member

NATIONAL membership dues are $25.00 for Chapter members and $15.00 for Associate members. Chapter dues are established by each Chapter and are payable in addition to National Dues. Eligibility for chapter membership is contingent upon National Membership. Life Membership fee is $250.00

Signature _____ Date _____

CHANGE OF ADDRESS FORM

Name _____

Old Address _____
City State Zip Code

New Address _____
City State Zip Code

Old Phone Number _____ New Phone Number _____

PRE-REGISTRATION FORM

BLACKS IN GOVERNMENT (BIG)
TWENTY-THIRD ANNUAL NATIONAL TRAINING CONFERENCE
AUGUST 27-31, 2001
LOS ANGELES CONVENTION CENTER
1201 SOUTH FIGUEROA STREET, LOS ANGELES, CALIFORNIA

THEME: "RETOOLING FOR THE 21st CENTURY - SETTING NEW STANDARDS OF PERFORMANCE & PRODUCTIVITY"

FOR OFFICIAL USE ONLY

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INSTRUCTIONS: Return completed form with payment, or appropriate training authorization to: BLACKS IN GOVERNMENT 1820 11th STREET N.W., WASHINGTON, D.C. 20001-5015 (type or print all information). No registrations will be processed without proper method of payment. EVERY REGISTRANT MUST HAVE A REGISTRATION FORM. For additional registrations, please photocopy and complete this form. For further information call (202) 667-3280.

Mailing Information for Confirmation Letter	Billing Information for Training Authorization
Registrant's Full Name	Employer
Home Address	Work Address
City/State/Zip	City/State/Zip
Home Telephone ( )	Work Telephone ( )
Home E-Mail Address	Work E-Mail Address

Emergency Contact Information

Full Name	Relationship
Home Telephone ( )	Work Telephone ( )

Please identify medical condition(s) which may require emergency treatment.

☐ Check if you require special assistance covered under the Americans with Disability Act.
Specify arrangements:

Pre-Registration ends July 20, 2001. Registrations postmarked after this date will be returned to sender.

PRE-REGISTRATION FEES

[On-Site Registration Fees: Member ($425.00) Nonmember ($575.00)]

Pre-Registration Selection (Check One)

☐ **Member $375.00** ☐ **Nonmember $525.00**

Government method of payment will not be honored for membership dues.

Region **Chapter**

Membership No. **Lifetime Member** ☐ **Yes** ☐ **No**

Primary Hotel

***** Los Angeles Marriott Downtown Hotel *****
333 South Figueroa Street
(213) 617-1133

Alternate Hotels

Westin Bonaventure - 1-213-624-1000 / Regal Biltmore - 1-213-624-1011
Wilshire Grand - 1-213-688-7777 / Hyatt Regency LA - 1-213-683-1234
New Otani - 1-213-629-1200 / Radisson Wilshire Plaza - 1-213-381-7411

METHOD OF PAYMENT

☐ **Government Training Authorization** (See Below Arrow)**
☐ Check ☐ Travelers Check ☐ Money Order
☐ Cash - (Receipt No.)

Visit http://www.BIGNET.ORG for conference updates and additional hotel information.

☐ VISA ☐ American Express ☐ Mastercard
Credit Card No.: _____ Expiration Date: _____

Signature of Cardholder: _____

(For Official Use Only)
Authorization No.: _____
Initial: _____
Ref. No.:

*****A registration form must be attached for each conference attendee. Multiple names per form is prohibited.***

REFUND AND CANCELLATION POLICY

In order to issue a refund (less a $50.00 processing fee), BLACKS IN GOVERNMENT must receive a "*written cancellation notice*" no later than July 20, 2001. No refunds or cancellations will be honored after that date. Confirmed registrants who do not show up for the conference are liable for the entire registration fee.

PERSONAL CHECKS WILL NOT BE ACCEPTED FOR ON-SITE REGISTRATION.

NATIONAL OFFICE COPY (WHITE) REGISTRATION COPY (GOLD) REGISTRANT COPY (PINK)