



# Annual Coalition Directors' Meeting

March 28-29, 2006 | Alexandria, VA

REGISTRATION FORM

## ATTENDEE INFORMATION

**ATTENDEE INFORMATION:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization or Coalition: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Name as you would like it to appear on your badge: \_\_\_\_\_

**AFFILIATIONS:**

Business                       Government                       Education                       Speaker  
 Guest of \_\_\_\_\_  
 Other (please explain) \_\_\_\_\_

**ACCOMMDATIONS:**

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
 Will you be arriving after 8 PM?     Yes                       No  
 Special Accommodations (ADA, Smoking room, Dietary restrictions): \_\_\_\_\_  
 \_\_\_\_\_

Due to Internet security concerns, online payment will not be available for this conference.

## PAYMENT INFORMATION

**CONFERENCE REGISTRATION FEE:**

**\$175:** Early registration on or before February 12, 2006 – save \$25!  
**\$200:** Regular registration starting February 13, 2006

**COALITION DUES:**

**\$200:** NASSMC Annual Membership dues for 2006 must be current in order to receive conference representative benefits

**TOTAL AMOUNT DUE:**

\$ \_\_\_\_\_: Amount enclosed/to be billed with this registration form

**BILLING INFORMATION:**

**Credit Card**  
 Card type:     VISA                       Master Card                       American Express  
 Cardholder Name: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Card Number: \_\_\_\_\_  
 Expiration Date: Month: \_\_\_\_\_ Year: \_\_\_\_\_

**Check**  
 Check Number: \_\_\_\_\_  
 (make checks payable to NASSMC)

**Purchase Order (PO)**  
 PO Number: \_\_\_\_\_

Please provide your Check or Purchase Order number so that we can process your payment when it arrives.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please submit this registration form with payment to:  
 ATTN: NASSMC/2006 ACDM | 1840 Wilson Blvd., Suite 200, Arlington, VA 22201-3000  
 P: 703-516-5970 | F: 703-516-5979 | Email: registration@nassmc.org

## REGISTRATION

Please complete the entire conference form and submit with payment to NASSMC. A complete registration entitles you to admission to the NASSMC 2005 Annual Coalition Directors' Meeting.

**Final Registration Deadline: March 3, 2006**

Each person planning to attend the Annual Coalition Directors' Meeting must submit registration form by March 3 to be guaranteed lodging and conference materials.

**NASSMC Member Coalitions Benefit:** One representative from each NASSMC member coalition is entitled to paid airfare (up to \$350), room accommodations at the hotel, and conference meals for the Annual Coalition Directors' Meeting. *To receive this benefit, 2006 Membership Dues must be current and a 2005 Member Coalition Annual Report must be filed with NASSMC by the start of the conference. Please understand that all conference participants, including the official coalition representation, must pay the conference registration fee.*

**How to Register:** Registration forms may be submitted by fax or by mail. For Check and Purchase Order payments, please include a copy of your completed registration form with your payment submission.

By fax: 703-516-5979  
By mail: ATTN: NASSMC/ACDM 2006  
1840 Wilson Boulevard, Suite 200  
Arlington, VA 22201-3000

To download a hardcopy of the registration form, go to [www.nassmc.org/registration/register\\_2006a.html](http://www.nassmc.org/registration/register_2006a.html).

### SAVE TIME

**NASSMC  
Membership Dues  
when you register  
for the Conference.  
Annual dues are  
\$200.**

**Fees and Payment:** Register early and save \$25 on the conference registration fee! Payments may be made by credit card, check or Purchase Order to NASSMC and must accompany a completed registration form for full processing.

**\$175:** Early registration on or before February 12, 2006  
**\$200:** Registration starting February 13, 2006

**Registration Confirmation:** A confirmation email is your indication that your registration is complete and that your payment has been processed. You should receive a confirmation by fax or email 5-10 business days after your payment has been received. If not, please call 703-516-5970.

## LODGING

Once you are registered, NASSMC will secure lodging for you at:

**Hilton Alexandria Mark Center  
5000 Seminary Road  
Alexandria, VA 22311  
703-845-1010**

Room confirmation numbers will be sent by email upon request. Direct all inquiries regarding lodging to NASSMC. **Please do not make your own hotel reservations.**

Individuals who are the additional state representatives to the conference, and those staying extra nights, will be billed ~\$180.00 plus tax per night per room upon checkout.

## CANCELLATIONS AND SUBSTITUTIONS

**Cancellations must be received in writing by fax or email by March 10, 2006 for a full refund.** No refunds will be granted for cancellations made after that date. All refunds will be issued after March 22, 2006. Substitutions may be made at anytime. Persons not canceling by March 1, 2006 or sending a substitute to the conference will be responsible for full payment of the \$200 registration fee plus a \$250 cancellation fee.