

## RISK MANAGEMENT FOR COMPLEX U.S. GOVERNMENT CONTRACTS AND PROJECTS

### NATIONAL EDUCATION SEMINARS

Presented by the

### East Tennessee NCMA CHAPTER

Date: April 7, 2010

Duration: 8:00 am – 4:00 pm Check-in: 7:30 am – 8:00 am

#### Register Now!

#### Location

E-mail: [NCMAET@gmail.com](mailto:NCMAET@gmail.com)

Subject: NES Registration

Fax: (865) 576-9385

Attn: NES Registration

Mail: NCMA East Tennessee Chapter

PO Box 5234

Oak Ridge, TN 37831-5234

**The Doubletree Hotel**

215 South Illinois Avenue

Oak Ridge, TN 37830

(865) 481-2468

#### Participant Information - *Print Clearly*

Name: \_\_\_\_\_ NCMA Member #: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: (W/H) \_\_\_\_\_

City: \_\_\_\_\_

Phone Work: ( ) - X. \_\_\_\_\_

E-mail: \_\_\_\_\_

Suite/Apt.#: \_\_\_\_\_

State, Zip: \_\_\_\_\_

Fax: ( ) - \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ EC Phone: \_\_\_\_\_

Check here if you require special assistance or have special meal requirements

#### Registration Fees (*includes seminar materials and meals*)

**Advance** (on or before March 23, 2010)

Member Price: \$250

Non-Member Price: \$300

New Member Price: \$360\* (\$110 membership payable to NCMA/\$270 registration-separate payments only)

**Regular** (after March 23, 2010)

Member Price: \$275

Non-Member Price: \$325

New Member Price: \$385\* (\$110 membership payable to NCMA/\$295 registration-separate payments only)

\*Regular 1 year membership is \$130; the \$20 initiation fee is waived if payment completed with this registration.

#### Payment Method

Check Enclosed:  Payable to NCMA – East Tennessee

Check No.: \_\_\_\_\_

Payment must be made at the time of registration. NCMA accepts personal/company checks. NCMA does not accept purchase orders, requests for invoicing, or Credit Cards. Registrations must be received April 5, 2010 (4:00 PM ET). If not received by April 5, 2010 (4:00 PM ET), you must register on site. **Space is limited**, please plan accordingly. For planning purposes, please contact the **Chapter Registrar Linda Stinnett** if you intend to register onsite. Each individual must complete a separate registration form.

#### Cancellations, Substitutions, and Requests for Refunds

All cancellations, substitutions, and requests for refunds must be submitted in writing. Substitutions are welcome! Registrants who are unable to attend the training must fax or e-mail their cancellation or refund request to the attention of **NCMA Registrar Linda Stinnett** at (865) 576-9385, [NCMAET@gmail.com](mailto:NCMAET@gmail.com), on or before April 1, 2010 (4:00 PM ET). A \$75 administrative fee will be applied to all cancellations received before April 1, 2010, 2008 (4:00 PM ET). No refunds will be issued for cancellations received after April 1, 2010 (4:00 PM ET). Refunds will not be issued for no-shows. Additional inquiries, contact the registrar at (865) 576-4472.