

The President's Corner.....



NCMA-ET is excited to sponsor this year's National Education Seminar (NES). It is sure to be very beneficial to all of our membership. I look forward to seeing you there.

Bob Lynch

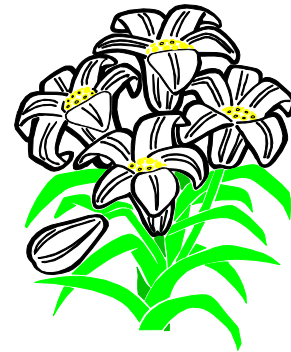
About The National Education Seminar (NES).....

It is that time again. NES is just around the corner. This year the East Tennessee Chapter will present Best Contracting Practices for Business. This course will be taught by Mr. Dewight A. Howes, Partner, McGuire Woods LLP. This intense one-day seminar is intended for those in both Government and commercial contracting and discusses what those involved with either buying or selling products and services should know and do to ensure business success. This highly interactive seminar discusses and offers best practices in building highly successful contract management teams. Contract Management teams lead the buying and selling of goods and services to ensure customers get what they need, when they need it, at a fair and reasonable price, from the beginning to the end of the contract management process.

Every seminar attendee will receive a copy of the Best-Selling book "World-Class Contracting" by Gregory A. Garret. This seminar will feature case studies, individual and small-group exercises, and lecture-discussions.

This one-day seminar, *Best Contracting Practices for Business*, is especially useful to:

- Contract managers
- Program managers



National Education Seminar

Where: DoubleTree

When: April 7, 2004

**Registration and Continental Breakfast
7:30-8:30 a.m.**

Please see the NES Article Contained in the Newsletter for the Complete Agenda.

Cost: \$195 Members, \$225 Non-Members

Topic: Best Contracting Practices for Business

Speaker: Mr. Dewight A. Howes, Partner,
McGuire Woods LLP

Menu: Fresh Tossed Garden Salad, with Ranch or Honey Dijon Dressing, Chicken Picata, Green Beans Almandine, Wild Rice, Assorted Rolls and Butter, Chef's Choice Dessert, Coffee, Decafe, Iced Tea and Water

RSVP: Call Vicki Dyer at 483-9332 or fax to 483-0241 by COB Monday April 5, 2004.

- Project managers
- Technical managers
- Proposal and business development managers

Seminar will be held Wednesday April 7, 2004 from 8 a.m. - 5 p.m. at the DoubleTree Hotel. Lunch will be provided. Registration form follows in this newsletter. If additional information is needed, please contact Ms. Penne Howard at (865) 576-3853 or HowardPD@Y12.doe.gov.



NES Agenda.....

7:30-8:30 a.m.	Registration and Continental Breakfast
8:30-10:00 a.m.	Welcome, Introduction of Speakers, Session Begins
10:00-10:15 a.m.	Break
10:15-11:50 a.m.	Session Continues
12:00-1:00 p.m.	Lunch served by the Pool or in Salon C
1:00-2:45 p.m.	Afternoon Session
2:45-3:00 p.m.	Break
3:00-5:00 p.m.	Session Continues

Master's Certificate in Commercial Contracting.....

Our Chapter is again participating in the ORNL professional training program with George Mason University. Successful participants of the program will receive a Master's Certificate in Commercial Contracting. The next class, on the Uniform Commercial Code, will be taught May 18-22. For more information contact Joel Pearman at pearmanje@ornl.gov.

Joel Pearman

GSA Expo.....

The General Services Administration is conducting an EXPO, May 11-13, 2004. Register to attend the GSA Products and Services EXPO, May 11-13, 2004, in Orlando by going to www.EXPO.GSA.GOV or by calling 1-888-272-5565.

Upcoming Events.....

	2004 Program Schedule	
	April, 7, 2004	NES, Registration Begins at 7:30 a.m., Double Tree
	May 12, 2004	Membership Meeting, 11:30 a.m., Double Tree
May 19, 2004	Board Meeting, 11:30 a.m., at Scientific Sales	



Seminar Registration Form and NCMA Membership Application
Submit the completed form to the National Education Seminar Registrar for the

East Tennessee Chapter

NES Topic: Best Contracting Practices for Business

Attendance will earn .7 CEU or 7 CLP

April 7, 2004 at the DoubleTree 215 South Illinois Ave, Oak Ridge, Tennessee Registration: 7:30 – 8:00 a.m.
Seminar 8:00a.m.- 5:00p.m.

Continental Breakfast, Snacks with Beverages, and Lunch will be provided

Registrant Information

Name: _____ Underline: CPCM CACM SAS
Title: _____ Organization: _____
Business Address: _____
City/State/ZIP: _____
Daytime Phone () _____ Fax () _____
E-mail Address _____

To aid in tailoring the seminar to each audience, please tell us about yourself:

Who do you work for? Industry Government Other: _____

What is your level of expertise in financial/accounting? Basic Mid Senior

Years Experience: _____

Check here if you require special accommodations to fully participate:

My question for the speaker:

National Education Registration Fee (Payable to NCMA - ET Chapter)

Checks should be sent to NCMA-East Tennessee P.O. Box 5234, Oak Ridge, TN 37831-5234

Member \$195.00 Membership Number _____ Nonmember Registration \$225.00

New Membership with Registration \$280.00 No Credit Cards Accepted

Registration Fee Includes Refreshments, Lunch and all Printed Materials

Payment Information

Check in the amount of \$ _____ Purchase Order No. _____

******* NCMA Membership Application *******

Discounted New Membership with Registration (initiation fee waived) \$ 85.00 (Regular - \$105.00)

Home Address: _____

City/State/ZIP: _____

Home Phone () _____ Sponsor Name: _____

Preferred Mailing Address: Home Business

Email or Fax Application to: Penne Howard; Email howardpg@y12.doe.gov; Fax – 865-576-3853, Address [BWXT Y-12, P.O. Box 2009 MS-8015, Oak Ridge TN 37831-8015](#) If you have questions Contact Penne Howard at [865-574-3803](tel:865-574-3803)