



REGISTRATION & HOUSING FORM

Phoenix Convention Center, Phoenix, Arizona – November 9-12, 2011

PLEASE SELECT YOUR REGISTRATION TYPE:

TYPE OF REGISTRANT	By 7/7/11	By 9/15/11	After 9/15/11	On-site
	Early	Advanced	Standard	
<input type="checkbox"/> NLC Member City	\$410	\$435	\$540	\$640
<input type="checkbox"/> Associate Member	\$410	\$435	\$540	\$640
<input type="checkbox"/> SML Member City	\$490	\$550	\$660	\$760
<input type="checkbox"/> Non-Member City	\$535	\$625	\$790	\$890
<input type="checkbox"/> Student	\$175	\$175	\$175	\$175
<input type="checkbox"/> Spouse/Guest*	\$85	\$85	\$85	\$85
<input type="checkbox"/> Youth Delegate (15-18)**	\$100	\$100	\$100	\$100
<input type="checkbox"/> Youth Chaperone***	\$100	\$100	\$100	\$100
<input type="checkbox"/> Child (14 and under)	Free	Free	Free	Free

PLEASE CHECK IF YOU ARE

- Newly Elected Official
 First-Time Attendee

PLEASE CHOOSE MUNICIPALITY SIZE:

- Under 1,000 – 30,000
 30,001 – 50,000
 50,001 – 199,999
 200,000 – 500,000
 500,001 – 1,000,000
 1,000,000 and Over

Name _____ Gender _____
 Title _____ Age _____
 City/Organization _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Phone _____ Fax _____ E-mail _____

PLEASE CHECK ALL ADDITIONAL ACTIVITIES THAT YOU WOULD LIKE TO ATTEND. *Charges are in addition to registration fee.*

LEADERSHIP TRAINING SEMINARS

Leadership Training Seminars are only offered to delegates registered for the full conference.
 Seminar Titles and Descriptions Available Online (www.nlc.org)

WEDNESDAY

- All Day Seminar**
 L01 \$180
AM Seminars
 L02 \$120
 L03 \$120
 L04 \$120

- PM Seminars**
 L05 \$120
 L06 \$120
 L07 \$120
 L08 \$140

THURSDAY

- AM Seminars**
 L09 \$120
 L10 \$120
 L11 \$120
 L12 \$120
 L13 \$120
Leadership Luncheon
 L15 \$40

CONSTITUENCY GROUPS

Constituency group dues or fees can only be paid by fully registered delegates. Spouse, guest and youth registration categories are not eligible for payment of constituency group dues and fees.

Asian Pacific American Municipal Officials (APAMO)

- APAMO Dues/Activities (elected/member city) \$85
 APAMO Dues/Activities (elected/nonmember city) \$100
 APAMO Dues/Activities (supporting/corporate member) \$150

Gay, Lesbian, Bisexual and Transgender Local Officials (GLBLTO)

- GLBLTO Dues/Activities \$75

Hispanic Elected Local Officials (HELO)

- HELO Dues/Activities (elected/member city) \$130
 HELO Dues/Activities (elected/nonmember city) \$140
 HELO Dues/Activities (supporting/corporate member) \$155
 HELO Activity Fee (nonmember only) \$75

National Black Caucus of Local Elected Officials (NBC-LEO)

- NBC-LEO Dues/Activities (elected/member city) \$215
 NBC-LEO Dues/Activities (elected/nonmember city) \$240
 NBC-LEO Dues/Activities (supporting member) \$315
 NBC-LEO Membership Luncheon Event (nonmember only) \$85

Women in Municipal Government (WIMG)

- WIMG Dues/Award Luncheon/Activities (elected/member city) \$115
 WIMG Dues/Award Luncheon/Activities (elected/nonmember city) \$125
 WIMG Dues/Award Luncheon/Activities (supporting member) \$145
 WIMG Award Luncheon/Activities (nonmember only) \$145

OFFICE USE ONLY: Payment _____ Check# _____ Amount _____

Registration Cancellation Policy:

All requests must be received in writing, postmarked by October 17, 2011, and are subject to a \$100 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. No cancellations will be accepted after October 17, 2011

TOTAL REGISTRATION FEE: \$ _____

FOR MORE INFORMATION: nlcregandhousing@spargo.com or 888-319-3864 or 703-449-6418

*Spouse/Guest not eligible for a separate hotel room. Fee is NONREFUNDABLE.

**Local officials are encouraged to register youth as active participants in this conference to contribute to NLC's youth agenda. If the youth delegate requires hotel accommodations separate from yours, attach their registration form with your completed form.

***Local Elected City Officials are not eligible for this rate.

HOTEL RESERVATIONS

Name (first and last) _____

You must be registered for the Conference to reserve a hotel room. To guarantee your room, all hotels require one night's deposit plus 13.27% tax (subject to change), 30 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 30 days in advance, the reservation will be canceled.

- Please make my hotel reservation as indicated below.
- I do not require hotel accommodations at any of the hotels listed below.
- Although I am providing information for a standard room now, please contact me regarding suite information.

ROOM DATES:

Arrival Date: _____ Departure Date: _____

ROOM TYPE:

- Single (1 person/1 bed)
 - Double (2 people/1 bed)
 - Double/Double (2 people/2 beds)
 - Triple (3 people/2 beds)
 - Quad (4 people/2 beds)
- Smoking
 - Non-Smoking

Room types cannot be guaranteed but Hotels will attempt to accommodate all requests. *Rates quoted are for single and/or double occupancy. Hotel may charge an additional fee for more than two occupants.

Sharing My Room With (for Hotel Rate and Check In Purposes):

- 1) _____
- 2) _____
- 3) _____

SPECIAL HOUSING REQUEST

(e.g., wheelchair accessible rooms, etc.):

If you have special housing or transportation needs, please contact NLC Meeting Services.

Hotel Choices: Indicate your first-choice hotel with the number "1". Number the other hotels from "2" to "9" in order of preference. Sheraton Phoenix Downtown is the headquarters hotel.

HOTEL	SMOKING PROPERTY?	SGL/DBL
<input type="checkbox"/> Sheraton Phoenix Downtown	No	\$210/\$210
<input type="checkbox"/> Hilton Garden Inn Phoenix Midtown	No	\$119/\$119
<input type="checkbox"/> Holiday Inn & Suites Phoenix Airport North	No	\$169/\$169
<input type="checkbox"/> Holiday Inn Express Hotel & Suites Downtown	No	\$139/\$139
<input type="checkbox"/> Hotel San Carlos	Yes	\$120/\$120
<input type="checkbox"/> Hyatt Regency Phoenix	No	\$185/\$185
<input type="checkbox"/> Radisson Hotel Phoenix City Center	No	\$129/\$129
<input type="checkbox"/> Springhill Suites Phoenix Downtown	No	\$159/\$159
<input type="checkbox"/> Wyndham Phoenix	Yes	\$185/\$185

Hotel Deposit Information: All major credit cards with expiration date of 11/11 or later are accepted at the conference hotels. All checks must be submitted to the hotel after September 5 but before October 5 and are subject to approval. Please include your 6 digit REG ID # indicated on the NLC Meeting Services confirmation.

REGISTRATION FEE PAYMENT INFORMATION

- Charge my REGISTRATION FEES to VISA, MasterCard or AMEX listed below
- Check for REGISTRATION FEES made payable to National League of Cities
- Purchase Order for REGISTRATION FEES - copy must be enclosed & payment must be received by October 11, 2011.

HOTEL DEPOSIT PAYMENT INFORMATION:

You must check one of the options below.

- Charge my HOTEL DEPOSIT to the credit card listed below
- Check for HOTEL DEPOSIT – please submit to hotel address noted on confirmation after September 5 and before October 5 - subject to hotel approval.

Credit Card Authorization: NLC Registration and Housing Services is authorized to use the card below to pay all applicable registration fees and guarantee my hotel reservation. I understand that one night's room charge will be forfeited if I fail to show up for my assigned housing on the confirmed arrival date unless I have canceled my reservation with the hotel at least 72 hours in advance. I understand that if I do not show at the hotel on my confirmed arrival date, my reservation will not be reinstated for remainder of the stay unless I instruct the hotel to reinstate my reservation. Reinstated reservations are subject to hotel's availability.

Visa/MasterCard/AMEX Number _____

Exp. Date _____

Card Holder Name _____

Card Holder Signature _____

Additional Credit Card Authorization: For hotel deposit only if different than the credit card number listed above. (Expiration date must be 11/11 or later, per hotel requirement.)

Visa/MasterCard/AmEx Number _____

Exp. Date _____

Card Holder Name _____

Card Holder Signature _____

RETURN CONFERENCE REGISTRATION AND HOUSING FORM TO:

FAX: 703-631-6288

MAIL:

NLC Registration & Housing Services,

c/o J. Spargo & Associates, Inc.

11208 Waples Mill Road, Suite 112, Fairfax, VA 22030

MAKE A COPY OF THIS FORM FOR YOUR RECORDS

