

REGISTRATION FORM
NAFEC Lunch & Learn
*November 9, 2004 **11:30 a.m. -1:30 p.m.*
Marriott/Muehlbach Hotel – Colonial Ballroom
1213 Wyandotte, KCMO

Registration constitutes a final commitment for the conference. There will be no reimbursement of registration fees due to cancellation or no shows. If you are unable to attend, an alternate representative from your agency will be welcome. NO registrations will be accepted by phone. Deadline for registration fees and payment is COB October 25, 2004.

THE REGISTRATION FEE OF \$35.00 INCLUDES TRAINING MATERIALS AND A LUNCHEON. PARKING IS COMPLIMENTARY AT THE MARRIOTT/MUEHLBACH HOTEL, BUT IS ON A FIRST-COME FIRST-SERVE BASIS. Payment is due prior to the conference date. Faxed reservations are accepted if they contain COMPLETE billing information (Training form #1556, item B and Form #182, item 23.)

Arrangements for individuals with special needs, i.e., interpreter, special meals, MUST be made in writing and sent to the Federal Executive Board Office along with the registration form. Special requests must be received 2 weeks prior to the function.

PREFERRED METHOD OF PAYMENT:

_____ Check/Money order. Make payable to Federal Executive Board. *All returned checks will be subject to a \$25.00 service fee to be paid by money order or cashier check.*

_____ Our Purchase Order(s) and/or Training Form(s) are attached.

_____ Charge my Credit Card _____ Visa _____ MasterCard

Credit Card Number: _____ Expiration Date: _____

Signature: _____

Credit Cards will be processed approximately one week prior to the conference.

NAME OF ATTENDEES

	Name	Agency	Phone Number	E-Mail Address
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

PLEASE PRINT CLEARLY OR TYPE YOUR NAME AS YOU WISH IT TO APPEAR ON NAME TAG.
THE FEB WILL PROVIDE AN EMAIL CONFIRMATION TO ALL INDIVIDUALS REGISTERED.

SEND CHECK, TRAINING FORM OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO:

FEDERAL EXECUTIVE BOARD
1500 E. Bannister Road, Ste. 1176
Kansas City, MO 64131
Phone: (816)823-5100 ** Fax: (816)823-5104

IMPORTANT REMINDERS

- C We suggest you wear layered clothing to ensure comfort since meeting room climates often vary.
- C To FAX: Please fax this completed form along with P.O. #(s) or 182's/1556's or one blanket form for several names. If paying by check, fax a copy of the check with completed registration form.