



28TH ANNUAL QUAD EEO TRAINING CONFERENCE

REGISTRATION FORM

SEPTEMBER 1-3, 2010

Hilton Concord Hotel, Concord, California

Visit our website for updates: www.quadcouncil.com

PARTICIPANT INFORMATION

(Please print clearly)

Form fields for Last Name, First Name, Middle Initial, Job Title, Agency, Address, City, State, ZIP, Phone Number, Ext., Fax Number, Email Address.

REGISTRATION FEE

Table with 2 columns: Registration Type, Fee. Includes Early Registration (\$495.00) and Onsite Registration (\$595.00).

Conference Committee Member or Presenter, please check one:

- Committee Member, Speaker/Presenter, FEB Manager

PAYMENT

Select a Payment Method (check one): *** Please provide all requested information ***

CREDIT CARD (Mastercard or Visa only) form fields: Credit Card Number, Name on Credit Card, Billing Zip Code, Payment Amount, Expiration Date, 3 Digit Code.

CHECK form fields: Payable to: SF Bay Area QUAD Council, Check Date, Check #.

GOVERNMENT PURCHASE ORDER {SF-182 or DD-1156} form fields: 8-digit ALC-Agency Location Code, Purchase Order #, Agency 9-digit Tax ID#, ALC Contact Name, Address, City, State, Zip, Phone #.

ACCOMMODATION REQUEST

- I have special dietary needs. If "Yes", describe below.
I need a sign language interpreter.
I need reasonable accommodation, due to disability, to attend this Conference. Please describe below if "Yes":

Large text area for describing accommodation or special dietary needs.

DO NOT WRITE IN THIS AREA. QUAD COMMITTEE USE ONLY

Administrative fields: Payment Received On, Payment Deposit Date, Payment Type, Reg Form Rcvd, Registrant #, Date Invoiced, Sign Language, Other RA, Dietary Need.

PAYMENT & REGISTRATION

Payment or payment documents MUST be received in order for us to process your registration.

Credit Card. Credit card payments are accepted.

1. Complete the CREDIT CARD section on this Registration Form.
2. Send your Registration Form by **Mail, Fax, OR**
3. Submit your Registration Form by Email to BETTA.RAMOS@GSA.GOV

Check. Make check payable to **SF Bay Area QUAD Council.**

1. Complete the CHECK section of this Registration Form.
2. Send your Registration Form with your check by **Mail.**
3. **Email** a copy of the Registration to BETTA.RAMOS@GSA.GOV

Purchase Order. Federal agency purchase order (including SF-182 or DD-1156 Training Form) must include the following information: 1) Purchase order #, 2) the Agency 9-digit Tax Identification #, 3) the Agency 8 digit Agency Location Code (ALC). If any of these items are missing, we will not be able to confirm your course registration. If you are paying with a state or local government purchase order, provide the billing address, POC and telephone number where the invoice should be mailed.

1. Complete the Purchase Order section of this Registration Form.
2. Send your Registration Form and your Purchase Order by **Mail or Fax.**
3. **Email** a copy of the Registration to BETTA.RAMOS@GSA.GOV

SEND YOUR REGISTRATION & PAYMENT TO:

Mailing Address: S.F. Bay Area QUAD Council, PO Box 70903, Station D, Oakland, CA 94612

Fax Numbers: (415) 522-2710, attn: BETTA RAMOS

Email: BETTA.RAMOS@GSA.GOV (put on subject line: "QUAD Registration")

*** Your registration will NOT be processed until payment is received.**

CONFIRMATION

Registrants will receive an email or fax confirmation upon receipt of registration form AND payment.

QUESTIONS ABOUT REGISTRATION

Betta Ramos, Registration Chair

Email: BETTA.RAMOS@GSA.GOV

Tel: (415) 522-2707

REASONABLE ACCOMMODATION REQUESTS

If you need special accommodations, you must complete the "Accommodation Requests" section of this form. Please be specific with your accommodation needs. QUAD will make every effort to provide accommodations for physical limitations, sign language, or special dietary needs.

CANCELLATION / NO-SHOW POLICY

No refunds. Substitutions are welcome.

HOTEL INFORMATION

You are responsible for making your own hotel reservation. A block of rooms have been reserved for this conference. Please identify the room block when making your reservation. The deadline for the room block is Tuesday, August 17, 2010.

Hilton Concord Hotel
1970 Diamond Boulevard

Reservation Phone Number: (925) 827-2000, ask for Room Block "QUAD Conference"