



**27TH ANNUAL QUAD EEO CONFERENCE
VETERANS FORUM
REGISTRATION FORM**

THURSDAY, SEPTEMBER 03, 2009
Hilton Concord Hotel, Concord, California

PARTICIPANT INFORMATION

(Please print clearly)

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

REGISTRATION FEE

"No Refunds ... Substitution Only"

<input type="checkbox"/> ONE DAY VETERANS FORUM	\$200.00
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Organization / Community you represent:

Federal State Civilian Military

PAYMENT

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

CREDIT CARD (Mastercard or Visa only)

Credit Card Number:	Payment Amount:
Name on Credit Card:	Expiration Date:
Billing Zip Code:	3 Digit Code:

CHECK

Payable to: **SF Bay Area QUAD Council** Check Date: Check #:
(Tax ID# 94-2931219)

GOVERNMENT PURCHASE ORDER {SF-182 or DD-1156}

8-digit ALC-Agency Location Code:	Purchase Order #:	Agency 9-digit Tax ID#:
ALC Contact Name:	Phone #:	
<i>If State or local Government Purchase Order must provide billing address below:</i>		
Address	City	State Zip

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":

Please describe any reasonable accommodation or special dietary needs:

DO NOT WRITE IN THIS AREA. QUAD COMMITTEE USE ONLY

Payment Received On: _____	Reg Form Rcvd: _____	Sign Language: <input type="checkbox"/>
Payment Deposit Date: _____	Registrant #: _____	Other RA: <input type="checkbox"/>
Payment Type: _____	Date Invoiced: _____	Dietary Need: <input type="checkbox"/>

Visit our website for updates: www.quadcouncil.com

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, **ATTN: VETERANS FORUM**, 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 VETERANS FORUM 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 Friday, July 31, 2009.

Hilton Concord Hotel

1970 Diamond Boulevard

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