Registration and Accommodation Information for Non-NeighborWorks® Organizations › Chicago NTI

Pre-event registration

Participants who submit their registration form by the early-bird registration deadline (July 6) may deduct $50 from the registration fee. Registration forms received after this date will be assessed the full $100 registration fee.

Pre-event registration forms will be accepted through July 27. After this date, participants wishing to take courses at this training institute must wait to enroll during onsite registration.

To register for courses, locate the classes you wish to take and indicate your first and second choices for each day on the registration form. Use both course letters and numbers. Also, list the tuition for each first choice course only.

Complete the entire form and mail or fax to NeighborWorks® America's training division. *Register early*; classes fill up quickly, and we cannot guarantee onsite or late registrants the classes of their choice. We recommend you do not confirm your travel and accommodations until you receive the training institute's confirmation of your enrollment in selected courses.

Online registration

Instead of mailing or faxing a registration form, consider signing up through our online registration system. Participants choosing to use the online system will be able to access their online transcript history, update profile information, streamline payment transactions and make course registration changes through their computer. You may access the online registration tool at **www.nw.org/onlinereg**. As a first time user to this online tool, you will need to create a new user profile before registering for the event.

Onsite registration

Onsite registration opens Sunday, August 16, at 3:00 p.m. Check daily hours of operation onsite. All participants must stop by onsite registration to pick up their registration packets before attending courses. Your registration packet will have the most updated information about courses, locations, events and hours of operation for our onsite offices.

Payment policy

NeighborWorks® Training Institute courses and symposia are individually priced. A $100 registration fee must be added to the final tuition total. If you submit your registration form by the early-bird registration deadline, you may deduct $50 from the registration fee. Tuition and registration fee include courses, materials and site visits (where applicable), afternoon workshops, networking opportunities, daily continental breakfast and refreshments. Payment is due with your registration form and may be made by check, Visa, MasterCard or American Express. If your organization requires a purchase order, we will bill you and hold your registration form until July 27, to allow for receipt of payment. All tuition and registration payments must be received in full before obtaining a confirmation packet prior to the training institute.

Refund/cancellation policy

You must provide notice of cancellation *at least three weeks* (July 27, 2009) prior to the event to receive a tuition refund. If cancellation notice is received less than three weeks and up to five business days before the start of the event, NeighborWorks® Training Institute will assess a $150 cancellation fee and provide a tuition credit voucher for the balance. The credit voucher expires if not used within one year of issuance. If a cancellation notice is received less than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued. NeighborWorks® Training Institute reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund. Other than refunding your tuition in the event that the course you chose is cancelled, NeighborWorks® Training Institute is not liable to you for any other damages, including, without limitation, any obligation to provide a refund for any travel and/or lodging costs associated with attending any NeighborWorks® Training Institute event or other direct, indirect or consequential damages.

Substitution policy

Substitution requests will be accepted up to three weeks prior to the event (July 27, 2009), and requests will be honored based on course and lodging availability.

Scholarships

Limited scholarship assistance may be available to staff, board members and volunteers of nonprofit organizations. To see a list of available scholarships for this event, visit **www.nw.org/scholarships**. Applicants are asked not to apply for more than one scholarship program at a time and organizations are asked not to submit more than two scholarship applications per event. Applicants who have received a scholarship within one calendar year are ineligible.

Accommodations

The following hotels will host the NeighborWorks® Training Institute:

The Palmer House Hilton
The Palmer House Hilton
17 East Monroe Street
Chicago, IL 60603
312/726-7500
$177 Single, $197 Double

Hilton Chicago
720 South Michigan Avenue
Chicago, IL 60605
312/922-4400
$177 Single, $197 Double

Swissotel Chicago
323 E. Wacker Drive
Chicago, IL 60601
312/565-0565
$177 Single, $177 Double

A number of sleeping rooms are available for institute participants on a first-come, first-served basis at the special rates stated above plus 15.4% lodging tax. Please read your institute registration confirmation carefully for specific details about your registration and course locations. Call the hotel directly to make your hotel reservations. Be sure to mention that you're attending the NeighborWorks® Training Institute.

Special needs

If you have special needs addressed by the Americans with Disabilities Act, please notify us at least one month before the institute.

Attendance and Certificate policy

Courses start promptly at 8:30 a.m. and conclude at 4:00 p.m., except for Fridays, when courses end at 2:30 p.m. Certificates of completion are awarded only to participants who complete 100% of the course.

Professional certificates and continuing education units

For more information or program details, visit **www.nw.org/training**. You can also earn an NCHEC certification in pre-purchase education, homeownership counseling, post-purchase education and/or foreclosure intervention.

Online Registration now available — www.nw.org/onlinereg

Customer Service › (800) 438-5547 or (202) 220-2454 › Fax: (202) 376-2168 › E-mail: nti@nw.org

Registration Form for Non-NeighborWorks® Organizations › Chicago NTI

Register for this Training Institute online at www.nw.org/onlinereg OR mail or fax this form to the NeighborWorks® Training Institute. *(Please print or type. Illegible or incomplete forms delay the registration process.)*

Preferred First Name On Your Badge _____

❍ Mr. ❍ Ms. Last Name _____ First Name _____
(legal name only as shown on photo ID)

Title _____

Organization _____

Address _____

City _____ State____ Zip_____

Phone (day) _____ Fax _____

E-mail address _____

❍ Check if you do NOT wish to receive e-mail from us regarding training institute events and programs.
❍ Check if you have special needs addressed by the Americans with Disabilities Act. Please specify: _____
❍ Check if you have attended a training institute before.

Which of the following best describes your organization?
❍ government agency ❍ community-based development organization ❍ financial institution ❍ tribal government or tribal nonprofit
❍ faith-based organization ❍ other _____

Check if you are a ❍ board chair ❍ board treasurer ❍ board member

Which of the following best describes your race? Please choose all that apply.
❍ American Indian or Alaska Native ❍ Asian ❍ Black or African-American ❍ Hispanic or Latino
❍ Native Hawaiian or Other Pacific Islander ❍ White ❍ Other

❍ **Check if you work in a HUD-approved housing counseling agency. Your 5-digit HUD number** ___|___|___|___|___

COURSES REQUESTED

Use both course letters and numbers. Please include second choices in case your first-choice courses are full.

	Monday and/or Tuesday		Wednesday		Thursday and Friday		First Choice Tuition Total
First Choice (Course # | Course $)	#	$	#	$	#	$	= $ _____
Second Choice (Course # only)	#		#		#		

Nonrefundable/nontransferable/registration fee = $ **100.00**

Early-Bird Registration Discount (deduct $50 if form is submitted by July 6) = $ _____

Payment must accompany your registration form. Faxed registrations must include credit card information and authorized signature. See payment policy.
❍ **Check if you qualify for the Southern New Hampshire University tuition rate. (Proof of program enrollment must accompany this form.)**

Payment Information

❍ Check enclosed (payable to NeighborWorks® America). Check number _____

❍ Purchase order must be attached. Purchase order number _____
(Purchase orders will be accepted until July 27, 2009.)

❍ Visa ❍ MasterCard ❍ American Express

Card # ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Exp. date___ ___/___ ___
(mm/yy)

Name as it appears on card _____

Authorized signature _____

Fax registration with credit card information to: **(202) 376-2168**

OR

Mail registration and payment to: NeighborWorks® Training Institute, Dept. 167, Washington, D.C. 20055-0167
(This is a P.O. box and cannot receive Fedex shipments.)

Register by July 6, 2009, and SAVE!
Final Pre-Registration Deadline — July 27, 2009

❍ On occasion, NeighborWorks® Training Institute shares your name and address with other organizations that are involved in nonprofit management and community development so that they may send you information about other products and services that may be of interest to you. If you are not interested in having us share your name, address, telephone number, fax number, and e-mail address with such organizations, please check the circle to the left of this disclosure statement. Rest assured that NeighborWorks® Training Institute honors your privacy and respects your wishes.