

REGISTRATION AND ACCOMMODATION INFORMATION FOR NON-NEIGHBORWORKS ORGANIZATIONS, PITTSBURGH, PA

PRE-EVENT REGISTRATION

Submit the registration form by the early raffle deadline of October 22 or by no later than November 13. After this date, participants wishing to take courses at this event must wait to enroll during the 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 registration form and mail or fax it to NeighborWorks America. 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 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. Access the online registration tool at NeighborWorks.org/onlinereg. As a first time user to this online tool, you will need to create a user profile before registering.

ONSITE REGISTRATION

Onsite registration opens on December 2, 2018 at 3 p.m. Check daily hours of operation onsite. All participants must stop by the onsite registration to pick up their registration packets before attending courses. Your packet will have the most updated information about courses, locations and events.

PAYMENT POLICY

Institute courses and symposia are individually priced. Tuition fee include courses, materials and site visits (where applicable), afternoon workshops, networking opportunities, light 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 November 13, to allow for receipt of payment. All tuition and registration payments must be received in full before obtaining a confirmation packet prior to the event.

REFUND/CANCELLATION POLICY

Notice of cancellation must be received by November 13 to receive a full tuition refund. If cancellation notice is received after November 13 and up to 5 days before the start of the event, NeighborWorks America 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 America 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 America 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 event or other direct, indirect or consequential damages.

Pay full price for a week of training for two people in your organization — minimum \$1,150 per person — and you can bring a third learner from your organization for free. There are no course restrictions but all three learners must be from the same organization.

1. Register learners online at NeighborWorks.org/onlinereg, and then call us at (800) 438-5547 to have the fee waived for your free learner.
2. Fill out the registration form in this brochure, or available online at www.neighborworks.org/training, and fax all three together to us at (800) 834-3758. Be sure to include credit card information for the two paid learners, and write “FREE OFFER” in the payment section of your third learner.

3
CAN LEARN FOR
THE PRICE OF
2!

SUBSTITUTION POLICY

Substitution requests will be accepted up to November 13 and requests are subject to course 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 NeighborWorks.org/scholarships. Applicants may not apply for more than one scholarship program at a time and organizations should not submit more than two scholarship applications per event. If you are awarded a scholarship and fail to cancel it or are a no-show to the event, your scholarship eligibility may be revoked for a period of 12 months. Scholarships are not transferable.

ACCOMMODATIONS

The following hotels will host the NeighborWorks Training Institute:

OMNI WILLIAM PENN HOTEL

530 William Penn Place, Pittsburgh, PA 15219
(412) 281-7100
Hotel room rate: \$129 single or double
<https://www.omnihotels.com/hotels/pittsburgh-william-penn/meetings/neighborworks-nti>
You may also call 1-800-THE OMNI (843-6664) and reference **NeighborWorks/NTI**.

THE WESTIN CONVENTION CENTER, PITTSBURGH

1000 Penn Avenue, Pittsburgh, PA, 15222
(412) 281-3700
Hotel room rate: \$129 single or double
<https://www.starwoodmeeting.com/Book/neighborworks>

WYNDHAM GRAND PITTSBURGH DOWNTOWN

600 Commonwealth Place, Pittsburgh, PA 15222
(412) 391-4600
Hotel room rate: \$129 single or double
<https://book.passkey.com/e/49706032>

Quoted hotel rates are subject to change without notice.

A number of sleeping rooms are available for institute participants on a first-come, first-served basis at the special rate plus an additional percentage for city, county and lodging tax. Review your registration confirmation for specific details about your registration and course locations. Call the hotel directly to make your hotel reservations by November 13 and be sure to ask for the “NeighborWorksNTI” rate. There are many fraudulent companies who may contact institute participants and represent themselves as a “housing bureau” or something of the like, and may ask for credit card numbers. These companies are NOT authorized by us!

SPECIAL NEEDS

If you have special needs addressed by the Americans with Disabilities Act, notify us at least one month prior to the event.

ATTENDANCE AND CERTIFICATE POLICY

Courses start promptly and conclude on time, except for Friday, when courses end at 2:30 p.m. Certificates of completion are awarded only to participants who attend and complete 100% of the course.

PHOTO, AUDIO AND VIDEO RECORDING RELEASES

By entering the event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, or any other purpose by NeighborWorks America and its affiliates and representatives. You waive all rights you may have to any claims for payment or royalties in connection with any exhibition, streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by NeighborWorks America or the person or entity designated to do so by NeighborWorks America. You release NeighborWorks America, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or or sound recordings.

CUSTOMER SERVICE

Call: (800) 438-5547
Fax: (800) 834-3758
Email: nti@nw.org

Online Registration available —
NeighborWorks.org/onlinereg

Register by October 22 and you'll be included in a raffle to win a Kindle*.

*may not be exchanged for tuition credit or monetary value.

REGISTRATION FORM FOR NON-NEIGHBORWORKS ORGANIZATIONS, PITTSBURGH, PA

Register for this Training Institute online at NeighborWorks.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 _____
 (Optional) (TSA Secure Flight, provide your legal name, exactly as it appears on your government-issued photo identification document)

Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone (work) _____ Phone (mobile) _____

Email address _____ Fax _____

- 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 Tuesday		Wednesday		Thursday and Friday		First Choice Tuition Total
First Choice (Course # Course\$)	#	\$	#	\$	#	\$	=\$ _____
Second Choice (Course # only)	#		#		#		

Payment must accompany your registration form. Faxed registrations must include credit card information and authorized signature. See payment policy.

Total Balance Due = \$ _____

PAYMENT INFORMATION

- Check enclosed (payable to NeighborWorks America). Check number _____
 - Purchase order must be attached. Purchase order number _____
(Purchase orders will be accepted until November 13, 2018.)
 - Visa MasterCard American Express
- Card # _____ Exp. date ____/____/____
(mm/yy)
- Name as it appears on card _____
- Authorized signature _____

Fax registration with credit card information to: **(800) 834-3758**

Mail registration and payment to: Neighborhood Reinvestment Training, PO Box 418630, Boston, MA 02241-8630
 (This is a P.O. Box and cannot receive Fedex shipments.)

EARLY PRE-REGISTRATION RAFFLE DEADLINE: OCTOBER 22

FINAL PRE-REGISTRATION DEADLINE: NOVEMBER 13

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.