REGISTRATION AND ACCOMMODATION INFORMATION FOR NON-NEIGHBORWORKS ORGANIZATIONS, LOS ANGELES, CA

PRE-EVENT REGISTRATION
Submit the registration form by the early raffle deadline of April 6 or by no later than April 27. 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/onlinerereg. 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 May 17, 2020 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 April 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 event.

REFUND/CANCELLATION POLICY
Notice of cancellation must be received by April 27 to receive a full tuition refund. If cancellation notice is received after April 27 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.

SUBSTITUTION POLICY
Substitution requests will be accepted up to April 17 and requests are subject to course availability.

SCHOLARSHIPS
Limited scholarship assistance may be available to nonprofit organization staff, board members and volunteers. For more information, visit NeighborWorks.org/scholarships. If you are awarded a scholarship and do not cancel or are a no-show to the event, your scholarship eligibility may be revoked for 12 months.

ACCOMMODATIONS
If your lodging is not covered by NeighborWorks America, you will be able to make your own lodging reservation at the following hotels below. Instructions will be provided in your Event Confirmation Packet once your registration is confirmed.

WESTIN BONAVENTURE HOTEL AND SUITES
404 South Figueroa Street
Los Angeles, CA 90071
Hotel Room Rate: $195 single room occupancy

SHERATON GRAND DOWNTOWN LOS ANGELES
711 South Hope Street
Los Angeles, CA 90017
Hotel Room Rate: $269 single room occupancy

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. Reservations must be made by April 27, 2020. Please review your Travel and Logistics Guide (TLG) and your Event Confirmation Letter for specific details regarding your registration and course information. 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.

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, webcasts, 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 sound recordings.

REGISTER BY APRIL 6 AND YOU’LL BE INCLUDED IN A RAFFLE TO WIN A KINDLE*

*may not be exchanged for tuition credit or monetary value.
NON-NEIGHBORWORKS ORGANIZATIONS PARTICIPANTS REGISTRATION FORM

LOS ANGELES, CA

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 ____________________________________________

(Job Title)(TSA Secure Flight, provide your legal name, exactly as it appears on your government-issued photo identification document)

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.

First Choice

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course$</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>$</td>
</tr>
</tbody>
</table>

Second Choice

<table>
<thead>
<tr>
<th>Course # only</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
</tr>
</tbody>
</table>

Total Balance Due =$________

PAYMENT INFORMATION

☐ Check enclosed (payable to NeighborWorks America). Check number ________________________________

☐ Purchase order must be attached. Purchase order number ________________________________

Visa ☐ MasterCard ☐ American Express

(Purchase orders will be accepted until April 27, 2020.)

Card # ____________________________ Exp. date ___ / _________

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.)