

# REGISTRATION AND ACCOMMODATION INFORMATION FOR NON-NEIGHBORWORKS ORGANIZATIONS, NEW ORLEANS, LA

## PRE-EVENT REGISTRATION

Submit the registration form by the early raffle deadline of July 9 or by no later than July 29. 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](http://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 August 18, 2019 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 July 29, 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 July 29 to receive a full tuition refund. If cancellation notice is received after July 29 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](http://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](http://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.

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## SUBSTITUTION POLICY

Substitution requests will be accepted up to July 19 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](http://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

You will be able to make your own call in block reservation at the following hotels:

### NEW ORLEANS MARRIOTT

555 Canal Street  
New Orleans, LA 70130  
(504) 581-5000  
Central Reservation Number: 1-800-654-3990  
Hotel room rate: \$118 single occupancy  
<https://book.passkey.com/e/49809088>

### SHERATON NEW ORLEANS HOTEL

500 Canal Street  
New Orleans, LA 70130  
(504) 525-2500  
Central Reservation Number: 1-888-627-7033  
Hotel room rate: \$118 single occupancy  
<https://www.marriott.com/event-reservations/reservation-link.mi?id=1554728734816&key=GRP&app=resvlink>

**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 July 29 and be sure to ask for the **NeighborWorks/NTI** 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](mailto:nti@nw.org)

Online Registration available —  
[NeighborWorks.org/onlinereg](http://NeighborWorks.org/onlinereg)

REGISTER BY JULY 9 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, NEW ORLEANS, LA

Register for this Training Institute online at [NeighborWorks.org/onlineereg](http://NeighborWorks.org/onlineereg) 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)

Job 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 July 29, 2019.)
  - 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: JULY 9\***

**FINAL PRE-REGISTRATION DEADLINE: JULY 29**

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.