

CONFERENCE GENERAL INFORMATION

Bienvenidos – Welcome

Welcome to the 38th National Image Inc., Annual Training Conference Symposium. APRIL 5th through APRIL 9, 2010. This year's conference theme is "*Reaching New Heights Through: Leadership, Development, Partnering and Outreach*" The focus is to assist conference participants in acquiring mission critical core competencies and skills, which promotes career development and progression. Endorsed by Federal, State and local Government Agencies.

National Image Inc.

National Image Inc. is a 501(C) 3 non-profit organization, network of professionals committed to finding positive and creative solutions to the challenges facing the pan-Hispanic community in the United States. It also provides a national forum for awareness, as well as platform for effective change.

National Conference and Training Symposium Purpose

In response to training and developing federal employees with core competencies and skill sets to enhance and promote career development and progression to the federal work force and general public. Subject matter experts in the areas of training will teach and instruct courses in:

- IT – Information Technology
- CD – Career Development
- CS – Communications Skills
- PQ – Personal Effectiveness & Quality
- ML – Management, Leadership Skills
- EP – EEO Personnel
- UT – USDA Graduate School Training
- NI – National Image Inc. Training
- TP – Technical & Professional Skills
- HC – HealthCare

Above is a preview of training categories for the professional development and educational concurrent training sessions that may be possibly offered at this year's conference. Beginning in February 2010 visit our website for specific course titles and descriptions. Sessions will be filled on first come, first serve basis at the Hyatt Regency Hotel. Several courses will be Continuing Education Units (CEU's) requirements.

Conference Site

This year, the National Image Training Conference and Exposition will be held at the SHERATON San Diego Hotel and Marina from APRIL 5th through APRIL 9, 2010. For hotel reservations please call the hotel directly at 619-291-2900. Conference Registration for training, exhibits and sponsorship call (619) 934-5277.

Cost of Training

Early Registration prior to March 1, 2010:
Pre-registration.....\$625.00
(Postmarked on or before March 1, 2010)
After March 1, 2010:
Late Registration.....\$675.00

This form may be photocopied. Please fill out your form carefully and print clearly or type all information. Your form will not be accepted without a signature. Retain a copy for your records and bring it with you to the conference. Faxed registration forms will be accepted as long as you provide your credit card number on the form. You are not considered registered unless form is accompanied by payment or billing authorization. A faxed confirmation will be sent to you as proof of payment and registration.

CONFERENCE FEE: The registration fee (for Early and Late categories) provides admission to all meals, events, workshops and training sessions. Those who register early by credit card or cashier's check (excluding Workshops-Only category) will receive a \$25 discount.

MAILING INSTRUCTIONS: Registration form must be received by March 1, 2010. Be sure to include your cashier's check, money order, or purchase order/training authorization. Make cashier's check or money order payable to National Image, Inc. Mail your registration form and payment to:

National Image Inc.
2010 Training Conference & Exposition
PO Box 1368
Bonita, California 91908-1368

CONFERENCE GENERAL INFORMATION

Office Fax: 407-207-5349

ON-SITE REGISTRATION:

You must have a legible copy of your registration form and purchase order/training authorization for on-site registration. Credit Cards (VISA / MasterCard) will be accepted for payment. Cashier's check, money order, or cash can make full payment. Additional event tickets may be purchased individually.

IMAGE MEMBERS

If you are paying the Conference registration fee from personal funds or if your chapter is funding your attendance, be sure to check with your chapter president for special registration rates.

EARLY REGISTRATION POLICY

To qualify for early registration discount, the registration form must be postmarked on or before March 1, 2010. Full payment (certified check or money order) or authorization for billing (purchase order or training authorization form) must accompany the registration form. (NOTE: Personal checks will not be accepted).

ADVANCE PAYMENT POLICY

Due to the delay National Image, Inc. has experienced in receiving prompt payment from federal agencies, advance payment of registration fee is required whenever possible. Advance payment of registration fee reduces administrative costs to our organization; please do so when your agency/company regulations permit. For example, Department of Defense regulations do allow for advance payment of training costs (see NAV COMP Manual 046363, AR 37-107 or AFR 117-102). Agency officials are authorized by 5 USC...4109 and 10 USC. 2396 (a)(3) to provide advance payment for employee training. Agencies should identify the above citations in the remarks section of the training authorization form (SF 182 or other) in order to ensure advance payment to:

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Office Phone: 619.934.5277 Fax: 407-207-5349

CANCELLATION / REFUND POLICY

Any conference registration fee paid minus \$160 will be returned ONLY if the cancellation request is in writing and postmarked by March 1, 2010. No cancellation refunds will be given after this date. Substitutions may be made at no charge until the conference begins, providing payment or billing authorization has been received. No-show registrant will not be refunded.

DISCLAIMER

The planners and sponsors of this event claim no liability for the acts of any suppliers to this event or for the safety of any attendee while in transit to or from this event. The planners and sponsors also reserve the right to cancel this event without penalty. Attendees who purchase non-refundable airline tickets do so at their own risk. The total amount of any liability of the planners and sponsors will be limited to a refund of the registration fee. Your signature acknowledges acceptance of these registration provisions.

SPECIAL NEEDS

If you have special dietary needs or require special arrangements for disability, please indicate this on the form. If more space is needed, attach a separate sheet.

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Agency Forums

The following is a partial listing of agencies that have been invited to hold forums and agency training at the 2010 National Image Inc. Training Conference. Room assignments & related information will be available and provided at registration and on hotel room televisions.

Department of Defense