



## Conference Registration Form

2011 EO/EEO Training Program

14-18 November, 2011

**Sheraton Hotel at Four Seasons**

**Greensboro, North Carolina**

**Please print clearly!**

Name: \_\_\_\_\_

Rank/Grade: \_\_\_\_\_ Service ARNG/ANG/Civilian/Other) \_\_\_\_\_

State: \_\_\_\_\_ Unit: \_\_\_\_\_ Position: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Unit Phone (COMM): \_\_\_\_\_ DSN: \_\_\_\_\_ Unit Fax: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Unit Email: \_\_\_\_\_ Other Email(Optional): \_\_\_\_\_

**Conference Hotel:** Sheraton Hotel at Four Seasons; 3121 High Point Road, Greensboro, NC 27407. Call: (800) 242-6556 or (336) 292-9161

**Reservations:** Each conference attendee should **make their own reservation** with the Sheraton Hotel at Four Seasons no later than close of business on 28 October 2011. The lodging rate is \$86.00 per day, plus taxes and has been extended to all conference participants. Please call the Sheraton Reservations Line directly at (1-800) 242-6556. When making reservations inform the hotel that you will be attending the NGB-EO/EEO Training Conference.

**Conference Fee:** The Conference fee of \$150.00 can be posted to the guest room folio of a **registered** NGB EO/EEO Training Conference attendee who signs an *Authorization Form* that will be provided to the hotel for posting. Or the Conference attendee may pay CASH on-site. ***DO NOT SEND A PAYMENT with this form.*** The **DEADLINE for the emailed registrations are 8 November COB.** The conference fee covers logistical costs of training and is reimbursable. All meals are the participant's responsibility. It is the responsibility of the conference participant to have the registration fee reimbursement noted on their orders. On-site check-in begins 14 November from 0645 to 1800.

**Conference attendees should email their registration forms to:**

**National Guard Bureau**

**ATTN: Deanna Jordan**

[deanna.m.jordan@us.army.mil](mailto:deanna.m.jordan@us.army.mil)

or to

**Ms. Jacqueline Ray-Morris**

[Jacqueline.raymorris@us.army.mil](mailto:Jacqueline.raymorris@us.army.mil)