



NCCEP/GEAR UP CAPACITY-BUILDING WORKSHOP 2005 & PRE-WORKSHOP ACTIVITIES

Join Us at the Loews Philadelphia Hotel
Philadelphia, PA • February 6–9, 2005



INVOICE

(Tax Exempt Federal ID Number: 31-1669930)

Reference P.O. Number: _____

Attendee Names: _____

Purpose: Registration for the 2005 Capacity-Building Workshop and Pre-Workshop Activities
Registration costs include conference training workshops, training materials, continental breakfasts, lunches, opening reception, and refreshments.

WORKSHOP FEES & POSTMARK DEADLINES

PRE-WORKSHOP ACTIVITIES • February 6, 2005

- Evaluators Institute (\$125 fee)
- How to Administer a Successful Academic Enrichment Summer Camp (\$125 fee)
- Developing High-Performing GEAR UP Professionals: A Workshop for Newly Hired Directors and GEAR UP Employees (free)
- Pre-Application Workshop for FY 2005 GEAR UP Grants (free)

CAPACITY-BUILDING WORKSHOP	Early Discounted Rate	Pre-Registration	Late/On-Site Registration
February 7–9, 2005	Oct. 31–Nov. 30, 2004 \$550.00 per person	Dec. 1, 2004–Jan. 2, 2005 \$575.00 per person	Jan. 3–Feb. 6, 2005* \$600.00 per person

*Beginning January 3, 2005, all registration payments must be made by credit card.

Pre-Workshop Fee(s) \$ _____ + Registration fee(s) _____ = Total Due \$ _____

Registration: As stated on the registration form, conference registrations are confirmed on a first-come, first-served basis and when payment has been received at the NCCEP office. Registration forms, purchase orders, and a copy of this invoice should be faxed to (202) 530-0809.

Cancellation Policy: Workshop registration fees paid in advance are refundable if written notice is received and post-marked on or before **January 3, 2005**. A \$100.00 processing fee will be assessed on all eligible refunds. All refunds will be issued after the workshop. Individuals who FAIL to cancel their registration in writing on or before the deadline date and do not attend the workshop are considered no-shows and are NOT eligible for refunds. **Individuals registering after the cancellation deadline and who do not attend will be responsible for registration fees.**

GEAR UP conferences are recognized as a professional development opportunity for GEAR UP Partnerships. The workshop program is being coordinated by NCCEP in collaboration with the U.S. Department of Education GEAR UP Program.

Authorized NCCEP Signature

Signature of Authorized GEAR UP Director Fiscal Agent

COMPLETE AND SUBMIT REGISTRATION FORM(S) TO: National Council for Community and Education Partnerships
Attn: Anna Ortega Chavolla • 1400 20th Street, NW • Suite G-1 • Washington, DC 20036
Tel: (202) 530-1135 • Fax: (202) 530-0809 • Email: anna_chavolla@edpartnerships.org