

# THE NATIONAL LEAGUE OF CITIES

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[home](#) [leadership](#) [policy/legislation](#) [programs](#) [membership](#) [conferences](#) [newstroom](#)

Congress of Cities and Exposition
<b>Congressional City Conference</b>
Online Registration
<b>Preliminary Schedule</b>
Leadership Training Institute Seminars
Your City's Families Conference
2002 Leadership Summit
Events Calendar
Future Conferences
Search Calendar

[\[Calendar Home\]](#)

December, 2001

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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 The National League of Cities  
 1301 Pennsylvania Avenue NW  
 Suite 550  
 Washington, DC 20004

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## 2002 Congressional City Conference Preliminary Schedule of Events

### Friday, March 8

Registration  
 8:00 a.m. - 5:00 p.m.

Leadership Training Institute Seminars  
 9:00 a.m. - 5:00 p.m.

Orientation for First Time Attendees  
 5:15 p.m. - 6:30 p.m.

Constituency and Special Group Meetings  
 5:30 p.m. - 7:00 p.m.

### Saturday, March 9

Registration  
 8:00 a.m. - 5:00 p.m.

Leadership Training Institute Seminars  
 9:00 a.m. - 5:00 p.m.

NLC Board of Directors Meeting  
 9:00 a.m. - 5:00 p.m.

NLC Advisory Council Meeting  
 9:00 a.m. - 5:00 p.m.

Legislative Briefing  
 10:00 a.m. - Noon

Policy Committee Meetings  
 1:00 p.m. - 3:00 p.m.  
 Community and Economic Development (CED)  
 Finance, Administration, and Intergovernmental Relations (FAIR)  
 Public Safety and Crime Prevention (PSCP)  
 Transportation and Infrastructure Services (TIS)

Policy Committee Meetings  
 3:15 p.m. - 5:15 p.m.  
 Energy, Environment, and Natural Resources (EENR)  
 Human Development (HD)  
 Information Technology and Communications (ITC)

Constituency and Special Group Meetings  
 5:15 p.m. - 7:00 p.m.

### Sunday, March 10

### InsideNLC

- Strategic Plan
- Organization
- Staff Contacts
- Employment
- Publications
- CityNET

### QuickLinks

[City Weekly](#)

### SiteSearch

### NLCGroups

[APAMO](#)

### StateLegisques

[ALABAMA](#)

Registration  
7:30 a.m. - 5:00 p.m.

Steering Committee Meetings  
7:30 a.m. - 8:30 a.m.  
Community and Economic Development (CED)  
Finance, Administration, and Intergovernmental Relations (FAIR)  
Public Safety and Crime Prevention (PSCP)  
Transportation and Infrastructure Services (TIS)

Small Cities Council Steering Committee Meeting  
7:30 a.m. - 8:30 a.m.

Celebrate Diversity Breakfast  
8:30 a.m. - 10:00 a.m.

General Session  
10:15 a.m. - 11:45 a.m.

Roundtable Networking and Lunch  
Noon - 11:15 a.m.

Steering Committee Meeting  
Noon - 1:00 p.m.  
Energy, Environment, and Natural Resources (EENR)  
Human Development (HD)  
Information Technology and Communications (ITC)

General Session on Congressional Priorities  
1:30 p.m. - 2:30 p.m.

Concurrent Workshops  
2:45 p.m. - 4:15 p.m.

Constituency and Special Group Meetings/Events  
4:30 p.m. - 6:30 p.m.

Opening Welcome Reception and Entertainment  
6:00 p.m. - 7:30 p.m.

**Monday, March 11**  
General Session on Congressional Priorities  
9:00 a.m. - 10:30 a.m.

General Session on Administrative Priorities  
10:45 a.m. - Noon

Roundtable Networking and Lunch  
- following the General Session

Concurrent Workshops  
2:00 p.m. - 3:45 p.m.

State Municipal League Briefings and Caucus  
4:00 p.m. - 6:30 p.m.

Constituency and Special Group Meetings/Events  
4:30 p.m. - 6:30 p.m.

**Tuesday, March 12**  
Shuttle service from the Washington Hilton to Capitol Hill  
7:00 a.m. - 10:00 a.m.

State Municipal League Congressional Breakfasts and Briefings  
Early Morning

Roundtable Sessions on Capitol Hill

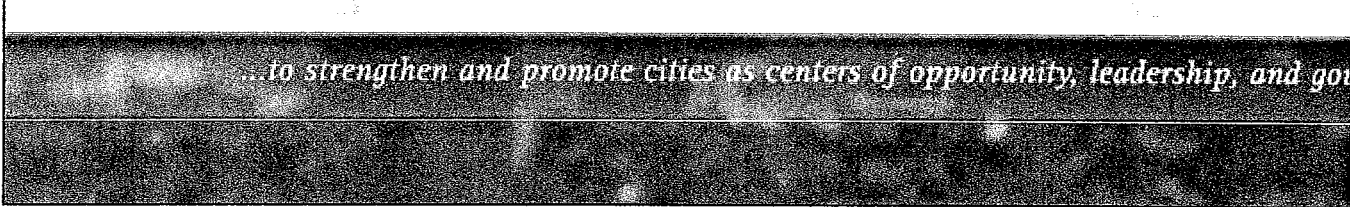
9:00 a.m. - 11:00 a.m.

All times, dates and activities are preliminary. Check back for updates.

**Dates to Remember:**

**February 4, 2002** - Deadline for Advance Registration and housing. All registration and housing forms must be received or postmarked by this date. After this date, all delegates must register on-site at a higher rate.

**February 4, 2002** - Cancellation Deadline. Cancellation letters must be postmarked by this date and are subject to a \$50.00 cancellation charge. There are no refunds for cancellation after this date.



# NLC CONGRESSION/ CITY CONFERENCE REGISTRATT AND HOUSING FORM

Washington Hilton Hotel and Towers – Washington, DC – March 8-12, 2002 – Advance Registration Deadline: February 4, 2002

Online conference registration at <http://www.nlc.org>

No housing or registration will be processed without accompanying payment in full.

Are you a newly elected official? \_\_\_\_\_ Population? \_\_\_\_\_

Name \_\_\_\_\_ Sex \_\_\_\_\_

Title \_\_\_\_\_

City/Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Spouse/Guest Name\* (\$25 fee) \_\_\_\_\_

\*Spouse/Guest not eligible for a separate hotel room

Child Name (14 and under, no fee) \_\_\_\_\_ Age \_\_\_\_\_

Youth Delegate\*\* (15-18, \$50 fee) \_\_\_\_\_ Age \_\_\_\_\_

\*\*Local officials are encouraged to register youth as active participants in this conference to contribute to NLC's youth agenda. If the youth delegate requires hotel accommodations separate from yours, attach the registration form with your completed form.

Youth Chaperone Name (\$50 fee) \_\_\_\_\_

## SPECIAL CONFERENCE RATES

I2 \$25 Spouse/Guest (non-refundable) \$ \_\_\_\_\_  
 G2 \$50 Youth Delegate \$ \_\_\_\_\_  
 H2 \$50 Youth Chaperone (not applicable to elected officials) \$ \_\_\_\_\_

## ADVANCE REGISTRATION FEES (Postmarked by February 4, 2002)

C2 \$375 NLC/SML Member (Onsite rate is \$425 after 2/4/02) \$ \_\_\_\_\_  
 D2 \$375 Associate Member (Onsite rate is \$425 after 2/4/02) \$ \_\_\_\_\_  
 E2 \$480 SML Member (Onsite rate is \$540 after 2/4/02) \$ \_\_\_\_\_  
 F2 \$565 Non-Member/Other (Onsite rate is \$605 after 2/4/02) \$ \_\_\_\_\_

## REGISTRATION FOR LEADERSHIP TRAINING INSTITUTE (Friday, March 8, 2002)

You must be registered for the conference in order to attend.

A1 \$150 e-Government Leadership Institute \$ \_\_\_\_\_  
 A2 \$150 Planning and Leading Great Meetings \$ \_\_\_\_\_  
 A3 \$150 Transformational Leadership, Power and Influence \$ \_\_\_\_\_  
 B1 \$95 Managing Change in an Ever Changing World \$ \_\_\_\_\_  
 B2 \$95 Effective Communication Techniques for Leaders Under Stress \$ \_\_\_\_\_  
 B3 \$95 Ensuring Good Jobs and Other Benefits of Economic Development \$ \_\_\_\_\_  
 C1 \$25 Leadership Institute Recognition Luncheon \$ \_\_\_\_\_

## REGISTRATION FOR LEADERSHIP TRAINING INSTITUTE SEMINARS (Saturday, March 9, 2002)

You must be registered for the conference in order to attend.

D1 \$150 Effective Leadership in the Management of Crises \$ \_\_\_\_\_  
 E1 \$95 Four Traits of a Successful Leader \$ \_\_\_\_\_  
 E2 \$95 Elected Officials Guide to Getting Media Coverage \$ \_\_\_\_\_  
 E3 \$95 Dealing with Gender Differences in Council Chambers \$ \_\_\_\_\_  
 F1 \$95 The Courage to Lead – 12 Steps to Leading Your City \$ \_\_\_\_\_  
 F2 \$95 All Stressed Up and No Date for the Dance \$ \_\_\_\_\_  
 F3 \$95 Service to the Citizens \$ \_\_\_\_\_

## SPECIAL EVENTS

You must be registered for the conference in order to attend.

A1 \$35 Sunday Celebrate Diversity Breakfast (Onsite rate is \$50 after 2/4/02) \$ \_\_\_\_\_

## CONSTITUENCY GROUP DUES AND EVENTS

You must be registered for the conference in order to attend.

B1 \$25 APAMO Activity Fee \$ \_\_\_\_\_  
 C1 \$25 GLBLO Activity Fee \$ \_\_\_\_\_  
 D1 \$40 HELO Activity Fee \$ \_\_\_\_\_  
 E1 \$45 NBC-LEO Reception \$ \_\_\_\_\_  
 F1 \$50 WIMG Luncheon \$ \_\_\_\_\_

Total Registration Fee: \$ \_\_\_\_\_

## REGISTRATION CANCELLATION POLICY:

All requests must be received in writing, postmarked by February 4, 2002, and are subject to a \$50 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. No cancellations will be accepted after February 4, 2002.

## HOTEL RESERVATIONS:

You must be registered to reserve a hotel room. To guarantee your room, all hotels require one night's deposit plus tax, per room 14 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 14 days in advance, the reservation will be canceled.

- Please make my hotel reservation as indicated below.  
 I do not require hotel accommodations at any of the hotels listed below.  
 Please contact me regarding suite information.

Room Dates: Arrival Date: \_\_\_/\_\_\_/\_\_\_ Departure Date: \_\_\_/\_\_\_/\_\_\_

Room Type:  Single (1 person/1 bed)  Smoking  
 Double (2 people/1 bed)  Non-Smoking  
 Double/Double (2 people/2 beds)

Sharing My Room With: \_\_\_\_\_

## SPECIAL HOUSING REQUEST (e.g., wheelchair accessible rooms, etc.):

If you have special housing or transportation needs, please contact NLC Meeting Services.

## HOTEL CHOICES:

Indicate your first-choice hotel with the number "1". Number the other hotels from "2" to "13" in order of your preference.

	Sgl/DbI		Sgl/DbI
___ Capitol Hilton	\$168/178	___ Meirose Hotel	\$152/152
___ Churchill Hotel (formerly Sofitel)	\$164/184	___ Omni Shoreham	\$177/177
___ Courtyard by Marriott	\$151/151	___ Radisson Barcelo	\$142/142
___ Embassy Row Hilton	\$168/168	___ Renaissance Mayflower	\$192/192
___ Jurys Normandy Hotel	\$151/151	___ St. Gregory Hotel	\$170/170
___ Jurys Washington Hotel	\$161/161	___ Washington Hilton	\$174/194
___ Madison Hotel	\$190/190	___ and Towers	\$270/290

## HOTEL DEPOSIT INFORMATION:

All major credit cards are accepted at the conference hotels. All checks, government purchase orders, vouchers, or claims must be submitted to the hotel with confirmation number FOUR WEEKS prior to your arrival, and are subject to hotel approval.

## REGISTRATION FEE PAYMENT INFORMATION

- Change my REGISTRATION FEE to VISA or MasterCard listed below  
 Check for REGISTRATION FEE made payable to National League of Cities  
 Purchase Order for REGISTRATION FEE - copy must be enclosed & payment must be received by March 4, 2002.

## HOTEL DEPOSIT PAYMENT INFORMATION

- Charge my HOTEL DEPOSIT to the credit card listed below  
 Check for HOTEL DEPOSIT - please submit to hotel address noted on confirmation FOUR WEEKS prior to your arrival - subject to hotel approval  
 Purchase Order for HOTEL DEPOSIT - submit to hotel address noted on confirmation FOUR WEEKS prior to your arrival - subject to hotel approval

## CREDIT CARD AUTHORIZATION:

NLC Meeting Services is authorized to use the card below to pay all applicable registration fees and guarantee my hotel reservation. I understand that one night's room charge will be billed through this card if I fail to show up for my assigned housing on the confirmed date unless I have canceled my reservation with the hotel at least 72 hours in advance.

Visa/MasterCard Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

## ADDITIONAL CREDIT CARD AUTHORIZATION:

For hotel deposit only if different than the credit card number listed above.

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Card Holder Name \_\_\_\_\_

Card Holder Signature \_\_\_\_\_

## RETURN CONFERENCE REGISTRATION AND HOUSING FORM TO:

Fax: 703-631-6288 (Credit Card and Purchase Orders Only – No Checks)

Mail: NLC Meeting Services, c/o J. Spargo & Associates, Inc.

11212 Waples Mill Road, Suite 104, Fairfax, VA 22030

## FOR MORE INFORMATION:

Phone: 1-888-319-3864 or 703-449-6418

Email: [nlcccregistration@jspargo.com](mailto:nlcccregistration@jspargo.com) or [nlcccchousing@jspargo.com](mailto:nlcccchousing@jspargo.com)

Office use only: Hotel \_\_\_\_\_ Rate \_\_\_\_\_ Block \_\_\_\_\_  
 Payment \_\_\_\_\_ Check# \_\_\_\_\_ Amount \_\_\_\_\_

For FASTER registration, use your credit card (Visa or MasterCard) and



FAX your form to (703) 631-6288.

