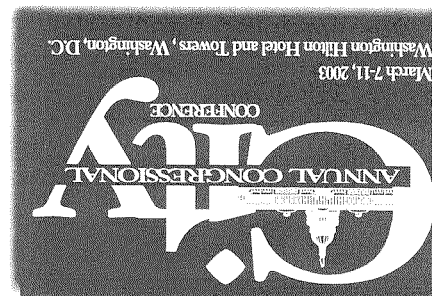


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ational League of Cities Institute  
01 Pennsylvania Avenue, NW  
ashington, D.C. 20004



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# 2003 NLC Annual Congressional City

Register  
**NOW!**

March 7-11, 2003 • Washington Hilton Hotel and Towers • Washington, D.C.



National League of Cities

**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/Partner Name\* (\$25 fee) \_\_\_\_\_  
 \*Spouse/Partner not eligible for a separate hotel room

Child Name (14 and under, no fee) \_\_\_\_\_ Age \_\_\_\_\_  
 Youth Delegate\*\* (15-18, \$75 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**

II	\$25	Spouse/Guest (non-refundable)	\$ _____
G1	\$75	Youth Delegate	\$ _____
H1	\$75	Youth Chaperone (not applicable to elected officials)	\$ _____

**Advance Registration Fees**

(Postmarked by February 7, 2003)

	\$325	First Time Attendee	\$ _____
C2	\$385	NLC/SML Member (Onsite rate is \$435 after 2/7/03)	\$ _____
D2	\$385	Associate Member (Onsite rate is \$435 after 2/7/03)	\$ _____
E2	\$495	SML Member (Onsite rate is \$555 after 2/7/03)	\$ _____
F2	\$585	Non-Member/Other (Onsite rate is \$625 after 2/7/03)	\$ _____

**Registration for Leadership Training Institute**

(Friday, March 7, 2003)  
 You must be registered for the conference in order to attend.

L1	\$150	e-Government Leadership Institute	\$ _____
L2	\$150	Effective Communication Strategies for a Culturally Changing Constituency	\$ _____
L3	\$150	Becoming a Change Leader	\$ _____
L4	\$95	Building a High Performance Council	\$ _____
L5	\$95	Powerful People Skills for Effective Leadership	\$ _____
L6	\$95	Testifying With Impact	\$ _____

**Registration for Leadership Training Institute Seminars**

(Saturday, March 8, 2003)  
 You must be registered for the conference in order to attend.

L7	\$150	The Call of Leadership	\$ _____
L8	\$95	Leadership in a Diverse Community	\$ _____
L9	\$95	Speak So They Will Listen	\$ _____
L10	\$95	Balancing Governance and Representation on City Councils	\$ _____
L11	\$30	Leadership Training Institute Participant & Recognition Luncheon	\$ _____
L12	\$95	Mastering Power, Politics and Influence	\$ _____
L13	\$95	If Aristotle Were Mayor: The New Soul of Governance	\$ _____
L14	\$95	Ten Habits of Highly Effective Governing Bodies	\$ _____

**Special Events**

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

A1	\$35	Sunday Celebrate Diversity Breakfast (Onsite rate is \$50 after 2/7/03)	\$ _____
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**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 7, 2003, 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 7, 2003.

Office use only: Payment \_\_\_\_\_ Check# \_\_\_\_\_ Amount \_\_\_\_\_

**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:**

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/Db1		Sgl/Db1
___ Capitol Hilton	\$179/199	___ Omni Shoreham	\$182/182
___ Churchill Hotel	\$169/189	___ Radisson Barcelo	\$146/146
___ Courtyard by Marriott	\$156/156	___ Renaissance Mayflower	\$200/200
___ Hilton Wash Embassy Row	\$173/173	___ St. Gregory Hotel	\$175/175
___ Jurys Normandy Inn	\$149/149	___ Hilton Washington	\$177/199
___ Jurys Washington Hotel	\$166/166	___ and Towers (Club Level)	\$270/290

**Hotel Deposit Information:**

All major credit cards with expiration date of 03/03 or later 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**

- Charge my REGISTRATION FEES to VISA or MasterCard listed below
- Check for REGISTRATION FEES made payable to National League of Cities
- Purchase Order for REGISTRATION FEES - copy must be enclosed & payment must be received by March 3, 2003.

**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. (Expiration date must be 03/03 or later, per hotel requirement.)

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: nlccccregistration@jspargo.com or nlcccchousing@jspargo.com

Office use only: Hotel \_\_\_\_\_ Subblk \_\_\_\_\_ Cate \_\_\_\_\_ Rate \_\_\_\_\_

## Conference

# and Activities

The 2003 Congressional City Conference will offer all the traditional events – Leadership Training Institute seminars, the Celebrate Diversity Breakfast, policy and steering committee meetings, state municipal league caucuses, and constituency group events – as well as the major new plan for high visibility lobbying on the NLC federal advocacy priorities.

### Friday, March 7

- 9:00 a.m. – 5:00 p.m. Leadership Training Institute Seminars
- 5:15 p.m. – 6:30 p.m. Orientation Session for First Time Attendees
- 5:30 p.m. – 7:00 p.m. Constituency and Special Group Meetings

### Saturday, March 8

- 9:00 a.m. – 5:00 p.m. NLC Board of Directors Meeting  
NLC Advisory Council Meeting  
Leadership Training Institute Seminars
- 10:00 a.m. – Noon Legislative Briefing and Priorities Update
- 1:00 p.m. – 3:00 p.m. Policy Committee Meetings
  - ★ Energy, Environment and Natural Resources (EENR)
  - ★ Finance, Administration, and Intergovernmental Relations (FAIR)
  - ★ Human Development (HD)
- 3:15 p.m. - 5:15 p.m. Policy Committee Meetings
  - ★ Community and Economic Development (CED)
  - ★ Information Technology and Communications (ITC)
  - ★ Public Safety and Crime Prevention (PSCP)
  - ★ Transportation Infrastructure and Services (TIS)
- 5:15 p.m. - 7:00 p.m. Constituency and Special Group Meetings

### Sunday, March 9

- 7:30 a.m. - 8:30 a.m. Steering Committee Meetings
  - ★ Information Technology and Communications (ITC)
  - ★ Energy, Environment and Natural Resources (EENR)
  - ★ Human Development (HD)
- 8:30 a.m. - 10:00 a.m. Celebrate Diversity Breakfast
- 10:15 a.m. - 11:45 a.m. Opening General Session
- Noon - 1:15 p.m. Roundtable Networking and Lunch
- Noon - 1:00 p.m. Steering Committee Meetings
  - ★ Community and Economic Development (CED)
  - ★ Finance, Administration, and Intergovernmental Relations (FAIR)
  - ★ Public Safety and Crime Prevention (PSCP)
  - ★ Transportation Infrastructure and Services (TIS)
- 1:30 p.m. - 2:30 p.m. General Session
- 2:45 p.m. - 4:15 p.m. Workshops on Lobbying Priorities
- 4:30 p.m. - 6:30 p.m. State League Caucuses and Receptions  
Constituency and Special Group Meetings/Events

### Monday, March 10

- 9:00 a.m. - 10:30 a.m. General Session on Congressional Priorities
- 10:45 a.m. - Noon General Session on Administration Priorities
- 12:15 p.m. - 1:30 p.m. Roundtable Networking and Lunch
- 1:45 p.m. - 3:30 p.m. Workshops on Lobbying Priorities
- 4:00 p.m. – 5:00 p.m. Closing General Session
- 5:15 p.m. – 6:30 p.m. State League Caucuses and Receptions
- 6:30 p.m. – 8:00 p.m. Reception and The Capitol Steps

### Tuesday, March 11

## Special Events

Sunday, March 9

### Celebrate Diversity Breakfast

8:30 a.m. – 10:00 a.m.

Fee: \$35 (\$50 on site)

The 17th annual Celebrate Diversity Breakfast will feature a keynote speaker who will provide a perspective on “diversity” issues facing America’s cities and towns. The breakfast is sponsored by five NLC constituency groups.

Monday, March 10

### The Capitol Steps

7:00 p.m. – 8:00 p.m.

The Capitol Steps will perform on Monday this year (instead of Sunday) as part of a conference wrap up to energize the delegates for City Lobby Day on Tuesday morning. This troupe of Congressional employees provides bi-partisan fun for everyone.

## Dates to Remember

**February 7, 2003 Deadline for advance registration and housing requests.** All requests must be postmarked by this date. After this date, all delegates must register onsite at higher rates.

**February 7, 2003 Deadline for Cancellations.** Cancellation letters must be postmarked by this date and are subject to a \$50 cancellation fee. There are no refunds for cancellations after this date.

## How to Register

To register for the 2003 Congressional City Conference, fill out the registration form and return it with your check, city purchase order, or credit card information to the NLC Meeting Services, postmarked by February 7, 2003 or register online at [www.nlc.org](http://www.nlc.org)

- ★ Each delegate, guest, speaker, member of the press, and any other conference participant must register. There is a \$50 youth delegates fee. There is no charge for press registrations with proper press credentials.
- ★ No telephone registrations or cancellations will be accepted.
- ★ Payment (check, city purchase order, or credit card) must be included with advance registrations.
- ★ People unable to meet the February 7 deadline will have to register onsite at the meeting and make their own hotel reservations.

Refunds will be made for cancellations received by February 7, 2003, subject to a \$50 cancellation charge. Cancellation letters must be postmarked by this date. No telephone cancellations will be accepted. No partial refunds will be made if you decide not to attend particular functions.

## Hotels

- ★ If you need hotel accommodations, please check the appropriate box on the registration form.
- ★ NLC will make a hotel reservation for you when you register for the conference.
- ★ Rooms will be assigned on a first come, first served basis.
- ★ All conference sessions will be held at the Washington Hilton Hotel.

# Leadership Training Institute

## Congressional City Conference March 7-8, 2003

These special institute seminars are offered to conference delegates for a separate registration fee. Space is limited and available on a first come first served basis.

### Full-Day Seminars Friday, March 7, 2003

#### e-Government Leadership Institute 9:00 am - 5:00 pm Registration Fee: \$150 Competency: Competent Practitioner

Learn how the effective use of technology can serve the needs of your constituents and help improve city government performance. With a focus on mid-size cities, explore the public-policy concerns that the Internet and technology raise. The session will be held at the IBM Institute for Electronic Government on K St. - Buses will leave Hilton Hotel street entrance at 8:30 AM.

#### Effective Communication Strategies for a Culturally Changing Constituency 9:00 am - 5:00 pm Registration Fee: \$150 Competency: Communicator

Learn the political, civic, social and economic impact of changing constituencies. Learn how culture can dictate actions and responses when there is not a clear understanding of instilled values on all sides. Learn effective strategies and methods for serving a multicultural and multilingual constituent base, creating an inclusive message that promotes city services, policing and general civil liberties.

### CERTIFICATE OF ACHIEVEMENT IN LEADERSHIP PROGRAM...

allows local elected officials to organize their professional development around critical skills necessary for effective leadership. The program is built around five core leadership competencies:

- (1) Cornerstone;
- (2) Competent Practitioner;
- (3) Communicator;
- (4) Collaborator;
- (5) Catalyst.

To obtain more information or enroll in the Certificate of Achievement in Leadership program, contact the Leadership Training Institute hotline at

#### Becoming a Change Leader 9:00 am - 5:00 pm Registration Fee: \$150 Competency: Catalyst

An engaging program designed to help elected officials serve as change agents and become more effective leaders in their communities. Learn new and empowering ideas to bring about change. Become a change leader as you learn how to make change both productive and comfortable.

### Afternoon Seminars Friday, March 7, 2003

#### Building a High Performance Council 1:30 pm - 5:00 pm Registration Fee: \$95 Competency: Competent Practitioner

Expand your understanding and knowledge of the group dynamics of councils. Learn your own personality style and explore what makes an effective group. Enhance your understanding and knowledge of the roles and responsibilities of the mayor, council and staff in how you can contribute to making your city council a high performance council.

#### Powerful People Skills for Effective Leadership 1:30 pm - 5:00 pm Registration Fee: \$95 Competency: Collaborator

Learn how to stand out as a leader, function as an organizational entrepreneur, and address your daily tasks and responsibilities head-on. Make the shift from working alone and solving problems to effectively focus on and impact those around you. As a city official, it is your 'people skills' that will equip you to interact and communicate more effectively with your constituents and colleagues.

#### Testifying With Impact 1:30 pm - 5:00 pm Registration Fee: \$95 Competency: Communicator

Learn how to relax, how to 'talk your testimony', how to 'think on your feet' and make policy makers or legislators want to listen. Learn winning ways to deliver your message, sell your ideas and yourself. Discover the formula for suc-

### Full-Day Seminar Saturday, March 8, 2003

#### The Call of Leadership 9:00 am - 5:00 pm Registration Fee: \$150 Competency: Cornerstone

Creatively explore your own deepest drives and calling to leadership. Uncover what you most want to contribute; gain a more inside-out understanding of motivation and model of integrity along with a greater degree of responsiveness - both personally and professionally. This dynamic, and hands-on seminar uses self-reflection, writing, dyad and small-group work to explore your personal drive and calling as a leader.

### Morning Seminars Saturday, March 8, 2003

#### Leadership in a Diverse Community 9:00 am - Noon Registration Fee: \$95 Competency: Collaborator

Expand your awareness of the factors that influence human perceptions and examine how those perceptions influence behavior and actions when interacting with people who are different - ethnic, gender, age, culture, race, religion, abilities and disabilities. Develop your leadership awareness and skills necessary for growing win-win interdependent relationships in a diverse community.

#### Speak So They Will Listen 9:00 am - Noon Registration Fee: \$95 Competency: Communicator

Learn how preparation, presentation and persuasion can expand your leadership and help you set positive change in motion within your community. Learn and practice presenting from an audience viewpoint. Learn how to improve your presentation abilities and realize how clear communication serves your constituents to better understand your leadership.

#### Balancing Governance and Representation on City Councils 9:00 am - Noon Registration Fee: \$95 Competency: Competent Practitioner

The ultimate success of council members depends upon your effectiveness as 'governors' of your community. Broaden your understanding of the

making, evaluation and oversight. Learn to promote visionary leadership while at the same time being true to your responsibilities to your constituents. Discover the balance for being a 'governor' of your community and representative of your constituents.

### LTI Luncheon Saturday, March 8, 2003

#### Leadership Training Institute Participant & Recognition Luncheon

Noon - 1:30 pm  
Registration Fee: \$30

An excellent opportunity to network and share information with your colleagues. Bronze, Silver and Gold Certificate level recipients in the Certificate of Achievement in Leadership program will be recognized.

Facilitators:  
Leadership Training Council

### Afternoon Seminars Saturday, March 8, 2003

#### Mastering Power, Politics and Influence 1:30 pm - 5:00 pm Registration Fee: \$95 Competency: Cornerstone

Power, politics and influence are three realities not only within business and industry, but also within communities and government. Understand the nature of politics beyond the concept of 'who gets what and when' as you explore how your efforts to persuade and lead individuals within these contexts can be more easily accomplished by understanding the basic concepts of leadership and power within an organization.

#### If Aristotle Were Mayor: The New Soul of Governance 1:30 pm - 5:00 pm Registration Fee: \$95 Competency: Collaborator

Examine some of the greatest, most practical wisdom we have for improving processes in all matters of local governance and community building. The Four Foundations of Human Excellence - Truth, Beauty, Goodness and Unity - provide us with a wealth of direction for fulfilling Aristotle's claim that a city is a "partnership for living well." A unique and engaging seminar that will inspire you with fresh insight for building stronger collaborative partnerships in your community.

#### Ten Habits of Highly Effective Governing Bodies 1:30 pm - 5:00 pm Registration Fee: \$95 Core Competency: Catalyst

Explore how governance effectiveness comes from dedicated leaders applying productive disciplined processes in fulfilling their purpose and vision. Learn the ten habits that are proven techniques essential to better governance and highly effective governing bodies. Understand how to achieve leadership effectiveness

## 2003 Congressional City Conference

# for America's Cities

**C**alling all local officials who care about the collective future of America's cities and towns.

The November national election has changed the political landscape in Washington.

**It is critical that the Administration and members of both the House and Senate hear the collective voice of the leaders of America's cities and towns.**

Come to Washington, DC, March 7 - 11, 2003, to participate in the largest national gathering of city and town officials ever to present an agenda for action directly to Congress.

The National League of Cities Congressional City Conference will be built around a "city lobby day" on Capitol Hill on Tuesday, March 11. A series of general sessions, educational workshops, and lobbying strategy sessions will be held at the Washington Hilton and Towers beginning on Friday, March 7, to prepare for this major national event.

The annual Congressional City Conference has been redesigned this year to maximize the impact of more than 3,000 local officials in Washington, DC, working together to create a federal-local partnership that is built on trust, collaboration, and information sharing.

### Here's a snapshot of the advocacy action plan:

#### Saturday, March 8

City officials gather at the Washington Hilton and Towers for leadership meetings, policy committee discussions, and legislative briefings to learn about current federal issues and priorities for America's cities and towns.

#### Sunday, March 9

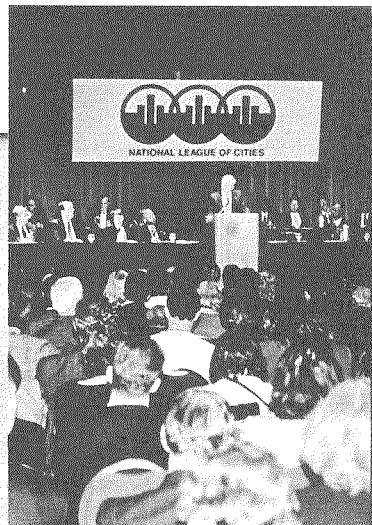
NLC leaders and invited speakers set the stage for the action to come by describing the environment in Washington in the wake of the mid-term elections and examining how local priorities intersect with national political agendas.

#### Monday, March 10

Congressional leaders, President Bush, and other administration representatives are invited to discuss their priorities and their reactions to the local agenda. The program will wrap up with a closing general session to review the agenda and confirm plans for the city lobby day on Capitol Hill. And, the ever-popular Capitol Steps will end the day by providing their unique perspective on the Washington scene as city leaders prepare to converge on Capitol Hill.

#### Tuesday, March 11

Buses take all conference delegates to the Capitol for a national rally followed by strategic meetings with Congressional leaders to talk about NLC's priorities for federal action and expectations of Congress and the Administration.



*It's a new year, a new Congress, and a new strategy for carrying the message*