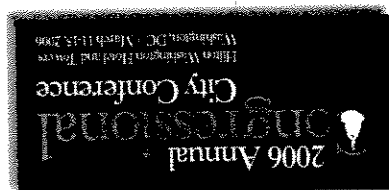
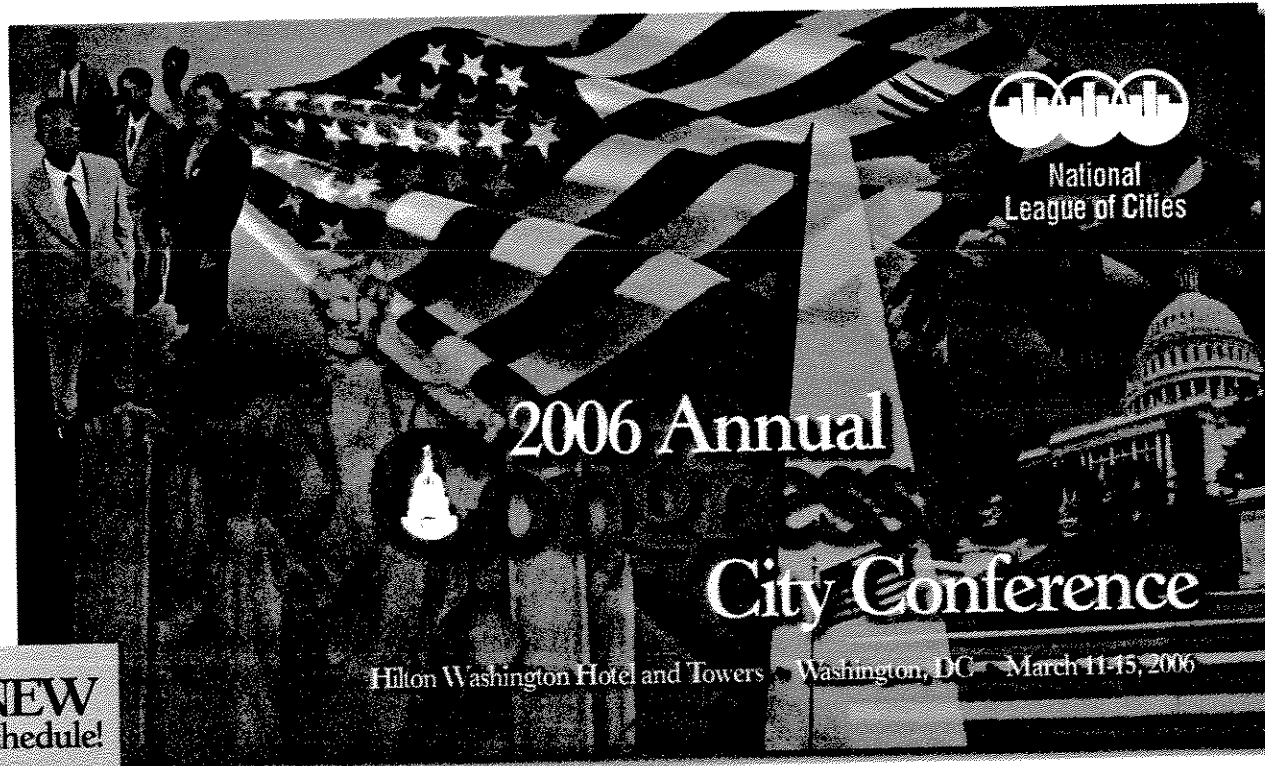


National League of Cities Institute  
1301 Pennsylvania Avenue, N.W.  
Washington, D.C. 20004



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**NEW  
Schedule!**

# 2006 Congressional City Conference Lobbying for America's Cities

## A United Voice for Cities and Towns

In 2006, the 109th Congress and the President will focus on a range of issues that matter to America's cities, villages, and towns.

From telecommunications tax reform to emergency preparedness and response, from federal tax reform to funding for affordable housing, from protecting local programs in the federal budget process to managing rising health care costs, city and town leaders need to be well informed and well positioned to ensure the best outcomes for their communities on critical issues.

The National League of Cities provides the resources, the connections, and the collective power to help city leaders have an impact on Capitol Hill.

And, the 2006 National League of Cities Congressional City Conference, **March 11-15, 2006**, in Washington, DC, offers the best opportunity to learn about the issues, present a strong and unified municipal voice in Congress, develop and strengthen relationships with members of Congress, and advocate local positions on key priorities.

## A NEW Schedule to Maximize Connections

We've adjusted the conference schedule in 2006 to give city leaders more time to connect with their Congressional delegations.

Leadership meetings, policy discussions, and legislative briefings will begin on **Sunday, March 12**, with general sessions and workshops scheduled on **Monday, March 13**, and **Tuesday March 14**. City Lobby Day will be held on **Wednesday, March 15**. The schedule offers two full days when members of Congress will be in Washington to connect with city officials both in general sessions at the hotel and in meetings on Capitol Hill.

Leadership Training Institute Seminars – which provide value-added skill development opportunities when you come to Washington to work on federal advocacy issues – will be offered on **Saturday, March 11**, and **Sunday, March 12**.

Come to Washington, DC, **March 11-15, 2006**, to educate and advocate on behalf of the 225 million people we collectively represent. The strength of the National League of Cities, as the voice in Congress for cities, villages, and towns throughout this country, depends on thousands of local officials – including each of you – coming together to speak with a loud, clear, and unified voice on a shared set of priorities.

There is a lot at stake for cities and towns in the 109th Congress. Join with your colleagues to demand a renewed federal-local partnership to address the issues critical to cities and towns across America.

**NEW  
Schedule!**

## The Action Plan

### Sunday, March 12

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

### Monday, March 13

NLC's leaders and general session speakers set the stage for the action to come by outlining the opportunities and challenges and building capacity to make a difference on key federal issues.

### Tuesday, March 14

President Bush and Congressional and administrative leaders are invited to discuss their priorities and reactions to the National League of Cities agenda. The program will wrap up with a closing general session to review the agenda and confirm plans for City Lobby Day.

### Wednesday, March 15 – City Lobby Day

Busen take all conference delegates to the Capitol for strategic meetings with Congressional leaders to talk about NLC's priorities for federal action and expectations of Congress and the Administration.

Be part of the national voice of America's cities and towns in 2006.



# Preliminary Schedule

The Conference will provide a range of education, networking, and strategy sessions to maximize the value of this event for city officials. This preliminary schedule provides an outline of major events during the conference to help delegates make travel plans.

## Saturday, March 11

9:00 a.m. - 5:00 p.m. Leadership Training Seminars  
 5:30 p.m. - 6:45 p.m. Orientation to the Conference for First Time Attendees  
 5:30 p.m. - 7:00 p.m. Constituency and Special Group Meetings

## Sunday, March 12

9:00 a.m. - 12:30 p.m. Policy and Advocacy Committee Meetings  
 Community and Economic Development (CED)  
 Information Technology and Communications (ITC)  
 Transportation Infrastructure and Services (TIS)  
 9:00 a.m. - 5:00 p.m. NLC Board of Directors Meeting  
 NLC Advisory Council Meeting  
 Leadership Training Seminars  
 1:30 p.m. - 5:00 p.m. Policy and Advocacy Committee Meetings  
 Energy, Environment, and Natural Resources (EENR)  
 Finance, Administration, and Intergovernmental Relations (FAIR)  
 Human Development (HD)  
 Public Safety and Crime Prevention (PSCP)  
 5:15 p.m. - 7:00 p.m. Constituency and Special Group Meetings

## Monday, March 13

7:30 a.m. - 9:00 a.m. Steering Committee Work Sessions  
 Community and Economic Development (CED)  
 Information Technology and Communications (ITC)  
 Transportation Infrastructure and Services (TIS)  
 8:45 a.m. - 10:15 a.m. Celebrate Diversity Breakfast  
 10:30 a.m. - Noon Opening General Session  
 Noon - 1:30 p.m. Roundtable Networking Lunch  
 Steering Committee Work Sessions  
 Energy, Environment, and Natural Resources (EENR)  
 Finance, Administration, and Intergovernmental Relations (FAIR)  
 Human Development (HD)  
 Public Safety and Crime Prevention (PSCP)  
 1:45 p.m. - 3:15 p.m. Workshop Sessions  
 3:30 p.m. - 4:30 p.m. General Session  
 5:00 p.m. - 6:30 p.m. State League Caucuses and Receptions  
 Constituency and Special Group Meetings/Events

## Tuesday, March 14

9:00 a.m. - 10:30 a.m. General Session  
 10:45 a.m. - 12:15 p.m. Workshop Sessions  
 12:30 p.m. - 2:00 p.m. Roundtable Networking Lunch  
 2:15 p.m. - 3:30 p.m. Workshop Sessions  
 3:45 p.m. - 4:30 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

## Wednesday, March 15

7:00 a.m. - 11:00 a.m. City Lobby Day on Capitol Hill

Visit the NLC website at [www.nlc.org](http://www.nlc.org) and read *Nation's Cities Weekly* for updates on specific program plans.

## Special Events

### Monday, March 13

#### Celebrate Diversity Breakfast

8:45 a.m. - 10:15 a.m.

Fee: \$40 (\$50 on site)

The 20th 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.

### Tuesday, March 14

#### The Capitol Steps

7:00 p.m. - 8:00 p.m.

The Capitol Steps will perform on Tuesday as part of a conference wrap up to energize the delegates for City Lobby Day on Wednesday morning. This troupe of former Congressional employees provides bi-partisan fun for everyone.

## Dates to Remember

February 6, 2006: **Deadline for advance registration and housing requests.** All requests must be postmarked by this date. After this date, all delegates must register on-site at higher rates.

February 6, 2006: **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 2006 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 6, 2006, 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 \$75 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 6 deadline will have to register on-site at the meeting and make their own hotel reservations.

Refunds will be made for cancellations received by February 6, 2006, 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 Hilton Washington Hotel.

# Leadership Training Institute Seminars

Congressional City Conference • March 11-12, 2006

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

## FULL-DAY SEMINARS Saturday, March 11, 2006

**L01: Community Meetings: Practical Tools for Effective Public Forums**

9:00 a.m. - 5:00 p.m.

Registration Fee: \$160

Competency: Collaborator

Explore how to engage citizens in a positive, productive forum. Learn practical tools, techniques and tips for effective public meetings and recognize when community meetings are most useful. Know how to plan successful meetings and how to make the sessions more productive as you learn how to prepare and design a meeting.

Instructors:

Pam Plumb, Principal, Pam Plumb & Associates, Portland, Maine  
Dee Kelsey, Principal, Dee Kelsey & Associates, Portland, Maine

**L02: Building Accountability and Commitment: The Restoration of Community**

9:00 a.m. - 5:00 p.m.

Registration Fee: \$160

Competency: Competent Practitioner

Broaden your set of tools for building accountability and commitment in your community as you develop a road map for creating a culture of accountability back home. Rethink the way you integrate the 'doing' and 'managing' of your work as a local leader. Learn new tools to change the conversation, so in effect you can change the community.

Instructor:

Bill Brewer, Trainer and Director of Client Relations, Designed Learning, Oxford, Ohio

## MORNING SEMINARS Saturday, March 11, 2006

**L03: Developing an Effective Emergency Preparedness Plan**

9:00 a.m. - Noon

Registration Fee: \$100

Competency: Competent Practitioner

Is your community ready? Is your plan up-to-date and does it fully cover the short term operations of restoring vital services to the community, as well as the long term focus of restoring the community to a normal or improved condition? Examine the key components of an Emergency Preparedness Plan and your responsibilities as a local city official.

Instructor:

Robert Zienkowski, City Manager, City of Brunswick, Ohio

## AFTERNOON SEMINARS Saturday, March 11, 2006

**L04: Building Public Trust through Performance Leadership**

1:30 p.m. - 5:00 p.m.

Registration Fee: \$100

Competency: Cornerstone

Leaders who want to win back public trust must do so by achieving performance results that matter to citizens and stakeholders.

Evaluate your own performance by asking yourself key questions: What are we doing? How are we doing? How do we lead change? Examine those key leadership attributes of vision, participation, collaboration and inspiration in an effort to build public trust in your performance leadership.

Instructor:

Kevin Baum, Founder and Principal, InCentergy, Austin, Texas

**L05: Community Leadership and System Change**

1:30 p.m. - 5:00 p.m.

Registration Fee: \$100

Competency: Catalyst

Too often communities embark on a significant change with the goal of enhancing services and supports to the community, only to ask, "When did this become so difficult?" Elected officials are expected to lead a change process but are rarely given the tools to ensure success of their efforts. Examine your role as a local community leader as you focus on current changes and their challenges in your community.

Instructor:

Gary DeCarolis, President, Center for Community Leadership, Burlington, Vermont

**L06: Diversity Awareness: More than Just Black and White**

1:30 p.m. - 5:00 p.m.

Registration Fee: \$100

Competency: Collaborator

'Hold up the mirror' and explore the many differences that are present around your everyday experience. Take a deeper look at biases, stereotypes and assumptions. Craft an action plan to leverage diversity both inside and outside your daily activities as a local city leader. Discover unique ways to integrate diversity, making it a process that is part of an everyday way of doing business as a city official.

Instructor:

Floyd 'Sonny' Massey III, Principal, SOKARI & Associates, Corona, California

**L07: Managing Communication Style Differences**

1:30 p.m. - 5:00 p.m.

Registration Fee: \$100

Competency: Communicator

Individuals have different predispositions and preferences in communication styles, particularly in stressful conditions. Assess your own communication style by examining different styles under both 'calm' and 'storm' conditions. Identify different communication styles, appreciate their unique contributions and challenges, and become more adept in working with them to manage interactions with others in a constructive manner.

Instructor:

Dr. Neil Katz, Director of Organizational Training and Development, Executive Education, Maxwell School of Citizenship and Public Affairs, Syracuse University, Syracuse, New York

## FULL-DAY SEMINAR Sunday, March 12, 2006

**L08: Negotiation Skills and Strategies**

9:00 a.m. - 5:00 p.m.

Registration Fee: \$160

Competency: Collaborator

It is true that high quality negotiation skills are a key factor in meeting needs, particularly in an environment of scarce resources and increased competition. Examine the strengths and limitations of your current negotiation style, explore the advantages of negotiation preparation, and develop competence in utilizing an interest-based process for negotiations to achieve substantive, procedural and relationship outcomes.

Instructor:

Dr. Neil Katz, Director of Organizational Training and Development, Executive Education, Maxwell School of Citizenship and Public Affairs, Syracuse University, Syracuse, New York

## MORNING SEMINARS Sunday, March 12, 2006

**L09: Five Steps to a Great Meeting with Effective Parliamentary Procedure**

9:00 a.m. - Noon

Registration Fee: \$100

Competency: Cornerstone

Recognize the mechanics of leading a great meeting. Learn how to handle both the basic and essential parliamentary processes to handling motions, amendments, taking votes and handling debate. Engage in the opportunity to exercise judgment in posed difficult situations to craft solutions based on the principles that have governed the democratic process.

Instructor:

Wally Carson, Trainer, A Great Meeting, Inc., Silver Spring, Maryland

**L10: Leading Your Community Through Effective Strategic Communications**

9:00 a.m. - Noon

Registration Fee: \$100

Competency: Communicator

Whether you are a veteran elected official or new to public service, understanding the intricacies of message development and the media can ensure you are successful in office. Learn how to develop your message, communicate with the media, and create an effective communications campaign. Learn valuable strategies to get your message out to your constituency and opinion leaders to further your policy agenda and ensure community success.

Instructor:

Marcelo Gaete-Tapia, Senior Director of Programs, National Association of Latino Elected Officials Education Fund, Los Angeles, California

**L11: Community Branding: Whose Job Is It?**

9:00 a.m. - Noon

Registration Fee: \$100

Competency: Catalyst

Learn how to help guide your community to its preferred future through a community branding initiative that marshals the resources of your community to their best use. Understand brand marketing, what it is, and its value and unique application to communities. Learn the skills and steps necessary to make your community unique. Learn from case-studies and explore the development of strategic branding applications for your community.

Instructor:

Dion McEachern, CEO, North Star Destination Strategies, Nashville, Tennessee

## LTI LUNCHEON Sunday, March 12, 2006

**L12: Leadership Luncheon**

Noon - 1:30 p.m.

Registration Fee: \$40

Platinum, Gold, Silver, and Bronze recipients in the NLC Certificate of Achievement in Leadership program will be recognized.

Facilitators:

Leadership Training Council

## AFTERNOON SEMINARS Sunday, March 12, 2006

**L13: Building Communities from the Inside Out: An Asset Approach**

1:30 p.m. - 5:00 p.m.

Registration Fee: \$100

Competency: Competent Practitioner

Rediscover community strengths and assets as the foundation for community building, rather than focusing on the needs, problems, and deficiencies. Learn practical approaches to increasing citizen involvement, building resident ownership and strengthening neighborhood pride. Learn how city governments can surface new community leaders and engage them in community renewal and community asset development.

Instructor:

Henry Moore, Faculty, Asset-Based Community Development Institute, Northwestern University, HMBC, Inc., Savannah, Georgia

**L14: Local Elected Officials Guide to Managing Media Mania**

1:30 p.m. - 5:00 p.m.

Registration Fee: \$100

Competency: Communicator

Local leaders need to handle media inquiries with confidence by communicating simply and precisely in a language that conveys leadership, competence and integrity. Learn to focus on what the media wants and needs; learn how to work with reporters to achieve your communication goals. Learn techniques to be proactive, provide timely and accurate facts, and avoid reporters' traps.

Instructor:

Beverly R. Silverberg, President, Beverly Silverberg Communications, Inc., Hyattsville, Maryland

**L15: Performance Leader: Taking Responsibility for Results**

1:30 p.m. - 5:00 p.m.

Registration Fee: \$100

Competency: Cornerstone

Discover a simple model of what it takes to be a successful performance leader and outline action steps to enhance your personal effectiveness as a leader. Performance leaders exercise power. Power is making decisions that people implement through their actions and are then held accountable for the results.

Instructor:

Lyle Sumeck, President, Lyle Sumeck Associates, Inc., Heathrow, Florida

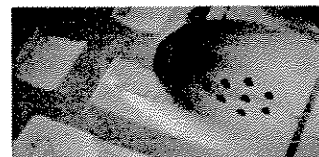
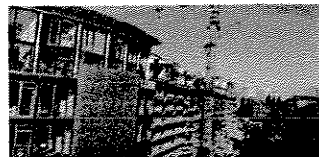
## CERTIFICATE OF ACHIEVEMENT IN LEADERSHIP PROGRAM

...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 for local elected officials, with each Leadership Training Institute Seminar addressing one of the following competency areas:

- (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 at (202) 626-3170.

2006 Congressional  
City Conference  
**Key**  
ISSUES



**T**he 2006 Congressional City Conference will feature **general sessions, workshops, and strategy meetings** built around NLC's lobbying priorities for the second session of the 109th Congress. Key issues likely to be on federal agenda in 2006 include:

### Local Government Franchise Authority

Local governments' authority to grant franchises for the delivery of video programming is under attack at both the state and federal levels. At stake is the fundamental authority to manage and collect franchise fees for use of local rights of way. City officials must be prepared to refute industry arguments that local franchising impedes competition and to make the case for local management of municipal rights of way.

### Federal Tax Reform

The President's Advisory Panel on Federal Tax Reform included in its recommendations the elimination of the deduction for state and local property, income, and sales taxes. If enacted, this would impose a federally mandated double taxation on taxpayers in cities and towns throughout the country. Congress is likely to address this and other tax reform proposals during the coming year, and city leaders need to be prepared to protect local revenue in that process.

### Eminent Domain for Economic Development

Both Congress and many state legislatures are considering legislative proposals to constrain local governments' use of eminent domain in the wake of the Supreme Court decision in the *Kelo v. City of New London* case. That decision affirmed that exercising eminent domain for economic development is a "public" use. Sessions will cover the latest developments on the federal and state levels and strategies for managing this politically charged issue.

### Spectrum for Public Safety

Local recovery efforts during Hurricane Katrina underscored the need for reliable, interoperable communication systems for local emergency response. Congress is addressing proposals to set a specific date for the release of broadcast spectrum that can be designated exclusively for public safety purposes and to authorize funding for interoperable public safety communications equipment.

### Community Development and Affordable Housing

Despite NLC's success in preserving the Community Development Block Grant (CDBG) program in the Department of Housing and Urban Development and securing increased funding for Section 8 Housing Vouchers this year, these programs will face continued challenges in the next federal budget. The Administration will continue to push its Strengthening America's Communities Initiative to combine, cut, and move CDBG, and to reform the Section 8 program to contain its increasing costs.

### The Fiscal Year 2007 Federal Budget

The next federal budget will face intense pressure including the cost of rebuilding communities devastated by recent hurricanes, continued support for the war in Iraq, the cost of implementing the President's proposed tax cuts and Social Security reform, and achieving the President's promised deficit reduction goals. This means that federal programs important to cities and towns including CDBG, housing, public safety, homeland security, and education could be under attack in the budget process.

### Telecommunications Tax Reform

The migration of telecommunications services to a non-taxed, Internet platform will continue to shrink traditional sources of revenue for cities and towns across the country and lead to inequitable tax treatment of telecommunications services based on the delivery technology rather than the service provided. At the same time, telecommunications companies argue that taxes on telecommunications services are too high and that the collection and administration of local telecommunications taxes must be streamlined and centralized at the state level. As a result, pressure for reform of telecommunications taxes is increasing on both the federal and state levels.

### Health Care Reform

The rising cost of providing health care benefits to employees has had a dramatic impact on municipal budgets. Recommendations by an NLC Health Care Task Force to address the cost of health care will be the basis for increased federal advocacy for health care reforms in the coming year.

### Educational Reform

The No Child Left Behind Act is scheduled to be reauthorized next year. An NLC Task Force has developed a set of recommendations for reforming the Act to close the gap between its requirements and feasible implementation. City officials - many of whom are blamed when schools fail - must be prepared to advocate for needed reforms and for the funding required to meet Act's requirements.

Visit the NLC website at [www.nlc.org](http://www.nlc.org) for regular updates on key issues and advocacy priorities.



# NLC 2006 Congressional City Conference Registration and Housing Form

Washington Hilton Hotel and Towers  
Washington, DC - March 11 - 15, 2006  
Advance Registration Deadline: February 6, 2006  
For Faster Registration and Housing Reservation,  
Please Check at the Registration Counter

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

Are you a newly elected official? \_\_\_\_\_ Size of city? \_\_\_\_\_  
 Name \_\_\_\_\_ Sex \_\_\_\_\_  
 Title \_\_\_\_\_  
 City/Organization \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Email \_\_\_\_\_

Spouse/Partner Name\* (\$35 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 (\$75 fee) \_\_\_\_\_ Age \_\_\_\_\_

**Special Conference Rates**

SG	\$35	Congress of Cities On site (must turn in form at COC)	\$ _____
7	\$75	Spouse/Partner (non-refundable)	\$ _____
8	\$75	Youth Delegate	\$ _____
8	\$75	Youth Chaperone (not applicable to elected officials)	\$ _____

**Advance Registration Fees (Postmarked by February 6, 2006)**

5	\$335	First Time Attendee	\$ _____
1	\$400	NLC Member City (On-site rate is \$450 after 2/6/06)	\$ _____
2	\$400	Associate Member (On-site rate is \$450 after 2/6/06)	\$ _____
3	\$520	SML Member City (On-site rate is \$580 after 2/6/06)	\$ _____
4	\$620	Non-Member/Other (On-site rate is \$665 after 2/3/06)	\$ _____

**Registration for Leadership Training Institute Seminars (Saturday, March 11, 2006)**  
 You must be registered for the conference in order to attend.

L1	\$160	Community Meetings: Practical Tools for Effective Public Forums	\$ _____
L2	\$160	Building Accountability and Commitment: The Restoration of Community	\$ _____
L3	\$100	Developing an Effective Emergency Preparedness Plan	\$ _____
L4	\$100	Building Public Trust through Performance Leadership	\$ _____
L5	\$100	Community Leadership and System Change	\$ _____
L6	\$100	Diversity Awareness: More Than Just Black and White	\$ _____
L7	\$100	Managing Communication Style Differences	\$ _____

**Registration for Leadership Training Institute Seminars (Sunday, March 12, 2006)**  
 You must be registered for the conference in order to attend.

L8	\$160	Negotiation Skills and Strategies	\$ _____
L9	\$100	Five Steps to a Great Meeting with Effective Parliamentary Procedures	\$ _____
L10	\$100	Leading Your Community through Effective Strategic Communications	\$ _____
L11	\$100	Community Branding: Whose Job Is It?	\$ _____
L13	\$100	Building Communities from the Inside Out: An Asset Approach	\$ _____
L14	\$100	Local Elected Officials Guide to Managing Media Mania	\$ _____
L15	\$100	Performance Leader: Taking Responsibility for Results	\$ _____

**Special Events**

P1	\$40	Celebrate Diversity Breakfast (On-site rate is \$50 after 2/6/06)	\$ _____
L12	\$40	Leadership Luncheon	\$ _____

**Constituency Group Events**  
 You must be registered for the conference in order to attend.

A1	\$35	APAMO Activity Fee	\$ _____
G1	\$35	GLBLO Activity Fee	\$ _____
H1	\$45	HELO Activity Fee	\$ _____
N1	\$85	NBC-LEO Activity Fee	\$ _____
U1	\$0	UCC (Check If Attending)	\$ _____
W1	\$45	WIMG Luncheon	\$ _____

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

**Registration Cancellation Policy:**

All requests must be received in writing, postmarked by February 6, 2006, 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 6, 2006

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 21 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 21 days in advance, the reservation will be cancelled.

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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Some hotels charge an early departure fee. Confirm your arrival and departure dates are correct on NLC Meeting Services and Hotel confirmations

**Room Type Preference:**

<input type="checkbox"/> Single (1 person/1 bed)	<input type="checkbox"/> Smoking
<input type="checkbox"/> Double (2 people/1 bed)	<input type="checkbox"/> Non-Smoking
<input type="checkbox"/> Double/Double (2 people/2 beds)	

*Hotels attempt to provide room type preference but it is not guaranteed.*

**Sharing My Room With:** \_\_\_\_\_  
 (This is for hotel check-in purposes)

**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 "15" in order of your preference. The hotels below are listed in order of proximity to host hotel. \*Hilton Washington & Towers ("Hilton Wash") is the headquarters hotel.

	Sgl/Db1	Sgl/Db1
___ Hilton Wash Std Room*	\$209/\$229	___ Westin Embassy Row \$190/\$190
___ Hilton Wash Club Level*	\$239/\$259	___ Omni Shoreham \$199/\$199
___ Churchill	\$189/\$209	___ Renaissance Mayflower \$212/\$212
___ Courtyard by Marriott	\$175/\$175	___ Westin Grand \$190/\$190
___ Jurys Normandy	\$155/\$155	___ St. Gregory Hotel \$194/\$194
___ Jurys Washington	\$180/\$180	___ Beacon House \$185/\$185
___ Hilton Wash Embassy Row	\$183/\$183	___ Capital Hilton Std Rm \$209/\$229
		___ Capital Hilton Club Lvl \$239/\$259

**Hotel Deposit:**

All major credit cards with expiration date of 03/06 or later are accepted at the conference hotels. All checks, government purchase orders, vouchers or claims must be submitted to the hotel with 6 digit REG ID indicated on NLC Meeting Services confirmation FOUR WEEKS prior to your arrival but are subject to hotel approval.

**Registration Fee Payment Information:**

[You must check one of the options below.]  
 Charge my REGISTRATION FEES to VISA, MasterCard or AMEX 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, 2006

**Hotel Deposit Payment Information:**

[You must check one of the options below.]  
 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 cancelled my reservation with the hotel at least 72 hours in advance.

Visa/MC/AMEX #: \_\_\_\_\_ 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 03/06 or later, per hotel requirement.)

Visa/MC/AMEX #: \_\_\_\_\_ 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,  
 11212 Waples Mill Road, Suite 104, Fairfax, VA 22030

**For more information and/or changes:**

Phone: 888-319-3864 or 703-449-6418  
 Email: nlcccregandhousing@jspargo.com

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

For FASTER REGISTRATION, use your credit card (Visa, MasterCard, or American Express) and FAX your form to (703) 631-6288.

