



REGISTRATION FORM
BLACKS IN GOVERNMENT®, INC.
45th NATIONAL TRAINING INSTITUTE (NTI)
August 12 – 15, 2024

FOR OFFICIAL USE ONLY					
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THEME: THE BIG EXPERIENCE 2024: "PROVIDING TOOLS AND STRATEGIES FOR AN INNOVATIVE WORKPLACE"

Invoice #
BIG ID#

INSTRUCTIONS: Return completed form with payment to: BLACKS IN GOVERNMENT at registration@bignet.org (type or print legibly all information). Registrations will NOT be processed without proper method of payment. EVERY REGISTRANT MUST HAVE A REGISTRATION FORM. For further information, email registration@bignet.org.

Mailing Address for Confirmation Letter	Billing Address for Invoicing Training Authorization
Name: _____ Title: _____	Employer/Agency: _____ Purchase Order Number: _____
Address: _____	Training/Support Office Name: _____
City/State/Zip: _____	Training/Support Office POC & Telephone: _____
Contact Telephone: _____ E-Mail Address: _____ Agency: _____ Organization (Federal/State/Local) _____	Training/Support Office Address: _____ E-Mail Address: _____

Emergency Contact Information

Full Name: _____	Relationship: _____
Home Telephone: _____	Work Telephone _____

List Americans with Disability Act (ADA) service/device/equipment required:

REGISTRATION FEES	MEMBERSHIP INFORMATION (Required to qualify for member rate)
<p>FIRST TIME NTI ATTENDEE: YES ___ NO ___</p> <p>Full NTI Early/Pre-Registration fee effective through June 14, 2024</p> <p><input type="checkbox"/> BIG Member \$900.00 <input type="checkbox"/> BIG Retired Member \$300.00 <input type="checkbox"/> Non-Member \$1,250.00 <input type="checkbox"/> Single Day \$600.00 <input type="checkbox"/> Cancellation Fee \$400.00</p> <p>Full NTI On-site late Registration fee effective June 15, 2024</p> <p><input type="checkbox"/> BIG Member \$1050.00 <input type="checkbox"/> BIG Retired Member \$300.00 <input type="checkbox"/> Non-Member \$1400.00 <input type="checkbox"/> Single Day \$600.00</p> <p>Closing Plenary: \$100.00 QTY ___ Total ___</p> <p>SINGLE DAY:</p> <p>Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Total: \$ _____</p> <p>SPECIAL DIETARY NEEDS: _____</p>	<p>Region: _____ Chapter: _____</p> <p>Membership No. _____ Life Member <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p align="center">REGISTRATION</p> <p>Visit http://www.bignti.org for NTI updates on registration and hotel information.</p> <p align="center">Training Site: Tampa Convention Center, 333 S. Franklin St. Tampa, FL 33602</p> <p align="center">Vendor address: Blacks in Government, Inc 3005 Georgia Ave, NW Washington, DC</p> <p align="center">Unique Entity ID: FBYLDAAGER7 CAGE CODE: 1CS33 DUNS #03-983-8685</p> <hr/> <p>PLEASE REVIEW THE BACK OF THIS FORM FOR ELIGIBILITY REQUIREMENTS IN ORDER TO RECEIVE THE NTI MEMBERSHIP RATES AND RETIREE RATES FOR THE NTI; AS WELL ALL THE CANCELLATION REQUIREMENTS.</p>

<p>METHOD OF PAYMENT</p> <p><input type="checkbox"/> Agency/Department/Organization Check <input type="checkbox"/> Government Training Authorization</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard</p> <p>Credit Card # _____ Security Code: _____ Expiration Date: _____</p> <p>Print Name of Cardholder (as appears on card) _____</p> <p>Cardholder Billing Address: _____</p> <p>Signature of Cardholder: _____ Email: _____</p> <p align="center">PROCESSED BY: _____ Amount collected: _____ Date: _____</p>	<p>FOR OFFICIAL USE ONLY</p> <p>Authorization # _____</p> <p>Initial _____</p>
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REFUND AND CANCELLATION POLICY: In order to issue a refund (less a \$400.00 processing fee), Blacks In Government must receive a "email cancellation request" no later than **June 14, 2024**. No refunds or cancellations will be honored after that date. Confirmed registrants who do not attend the NTI are still liable for the entire registration fee. No refunds will be issued until 30 days after the NTI.

BLACKS IN GOVERNMENT® , INC.
45th National Training Institute (NTI)
Registration – What You Need to know
Early Registration Deadline, June 14, 2024

METHODS OF REGISTRATION

ONLINE REGISTRATION: (visit www.bignti.org for details.) A separate NTI registration form is required for each registrant. For the 45th NTI, registrations will be completed on-line using the registration link on the bignti.org site or by contacting registration@bignet.org. Those registering on site will register via self-registration kiosk, training authorization, cash, credit card or agency check addressed to Blacks In Government, Inc. for full amount.

NTI REGISTRATION FORMS MUST BE SUBMITTED FOR EACH ATTENDEE. THOSE ON GROUP TRAINING FORMS MUCH SUBMIT A SEPARATE NTI FORM TO ACCOMPANY THE TRAINING REQUEST.

PAYMENTS

All early registration payments will be processed electronically via the registration link in bignet.org under the BIG NTI Registration information. In person onsite registrations will be processed by onsite registration teams. Credit card numbers can be taken over the phone by the registration team. Send your request and form to registration@bignet.org.

REGISTRATION PROTOCOL

A **confirmation letter** will be forwarded to the attendee upon the completion of the online Registration Form, full remittance of payment by credit/debit card, agency check, and training authorization with all funding and billing information completed.

REFUND, CANCELLATION AND NO-SHOW POLICY

A **written cancellation notice** must be received in the National Office and registration@bignet.org via email, fax or postmarked no later than **June 14, 2024**, to obtain a refund. **All cancellations will be assessed a \$400.00 processing fee (including credit card debit transactions). No request for refunds or cancellations will be honored after June 14, 2024.** Confirmed registrant **“no shows”** are liable for the full amount of the registration fee. All refunds will be **processed 30 days after** the official NTI closing date. Please note that you will be required to pay the NTI fee in full if you do not cancel by the **June 14, 2024**, deadline. **NO EXCEPTIONS.**

REGISTRATION TYPES

To qualify for the membership rate, membership must have been obtained by **March 15, 2024**. Membership dues for members must be current. If you have signed up for membership after that date, you will be billed the difference for the non-member rate!

ALL REGISTRANTS MUST COMPLETE AN NTI REGISTRATION FORM AND SUBMIT IT WITH THEIR FORM OF PAYMENT. Online or via email.

- ◆ **BIG MEMBER:** An active/financial member of Blacks In Government, Inc. (BIG) in any membership category. Your dues **must be current by March 15, 2024**, and at the time you register for the NTI and remain current through the NTI, or you will be charged the non-member rate.
- ◆ **BIG RETIRED MEMBER:** An active/financial member of BIG in any membership category and is retired from employment. Your dues must be current

at the time you register for the NTI and remain current through the NTI, or you will be charged the non-member rate. Verification of retirement status must be presented at On-Site Registration. Proof of retirement status includes:

- SF-50 Notification of Personnel Action or 2009 Form 1099-R Distributions from Pensions, Annuities, Retirement or Profit, Sharing Plans, IRAs, Insurance Contracts, etc.
- Retirement Card
- Photo ID Card
- Other official retirement documentation from the private sector or at the federal, state, and local government levels

NON-MEMBER: Attendee who is not a current dues paying member of BIG.

To qualify for the membership rate, membership must have been obtained by **March 15, 2024**. If you have signed up for membership after that date and registered at the members rate, you will be billed the difference for the non-member rate!

The organization does not allow you to sign up for membership and receive the members rate once registration has started.

What full NTI registration fee includes:

- ◆ Attendance at all NTI sessions (Opening Plenary, Agency Forums, Workshops, Special Enhancement Programs, Exhibit Hall)
- ◆ Training certificate
- ◆ All NTI materials

SINGLE DAY

MEMBER/NON-MEMBER: A person attending the NTI for one, two, or three days. The day(s) of attendance must be indicated on the registration form.

PHOTO DISCLAIMER By attending a Blacks In Government (BIG) conference and/or event, you are giving BIG, its employees, officers and members permission to use photographs, videos and other recordings (taken at the BIG conference or event) containing your name, voice, image or likeness for any legal use including, but not limited to, publicity, marketing, social media and web content.

SPECIAL DIETARY NEEDS must be identified on the registration form in order to meet your need. We cannot guarantee that we will be able to accommodate your needs if you do not identify them at the time of registration.

PLEASE NOTE: Attendance Certificates and workshop certificates will **“ONLY”** be issued to those attending with a zero balance. No certificates will be issued to attendees unless their balance is paid in full! No exceptions.