

**AGENCY RESERVATION AND CONSOLIDATED
GROUP TICKET REQUEST FORM
BALTIMORE FEDERAL WOMEN'S TRAINING & AWARDS PROGRAM
MARCH 24, 2010**

DEADLINE: March 10, 2010

INSTRUCTIONS: Please type and complete the following information below and attach an alphabetical list of participants. The total number of participants should equal the total number of tickets. Please keep a copy of this form and a list of participants including all completed registration forms for your Agency records.

Name of Agency or Installation: _____

Name of Agency FWP Coordinator: _____

Phone Number of Coordinator: _____

Address of Agency Coordinator: _____

Online Registration Receipts: \$ _____

Number of Tickets Required: _____

Total Amount Enclosed: \$ _____

SEND OR DELIVER RESERVATION FORM AND PAYMENT RECEIPTS TO:

**Baltimore Federal Executive Board
Attn: FW Conference
Fallon Federal Building
Suite 820A
31 Hopkins Plaza
Baltimore, MD 21201**

NO SHOW AND CANCELLATION POLICY: The Baltimore Federal Executive Board is not a funded agency. It is necessary that activities which require funds be self-supporting for the program. Refunds and cancellations will be permitted until the **deadline date of March 10, 2010**. Refunds cannot be made after this date. Individuals or agencies that have made reservations but have not paid and are not present will be billed. The Baltimore Federal Executive Board authorizes and encourages the transfer of paid registrations as substitutions.

CREDIT CARD PAYMENT: Online only to www.leading-edge.us/FEB AwardsProgram.htm/.

NOTE: This is a consolidated ticket reservation and request form. Due to the large number of participants each year, ticket requirements must be consolidated at the agency level. Requests for a ticket from an individual employee in a small agency are of course accepted.