

**AGENCY RESERVATION AND CONSOLIDATED SEAT REQUEST FORM
ANNUAL FEDERAL WOMEN'S TRAINING & AWARDS PROGRAM
MARCH 23, 2011**

DEADLINE: March 4, 2011

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 seats. 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 Seats 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, CANCELLATION, AND SUBSTITUTION 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 4, 2011*. 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. No substitutions may be made after **March 16, 2011**.

CREDIT CARD PAYMENT: Online only to: www.leadingedge.us/FEBWomensProgram.htm.

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