



Annual Meeting Registration Guidelines

EARLY-BIRD DATE: July 1, 2009 (for lowest rates)

REGISTER ONLINE: Pay by credit card or check! www.nfcenet.org

Three Easy Ways to Register!

1. Register Online www.nfcenet.org
Pay by credit card or **Pay by check!**
Select "Mail Check" as payment option (*see item #6 for details*).
2. Fax Registration Form with Credit Card Information
(815) 338-9658
3. Mail Registration Form with check to:
NFCA
1315 W 22nd Street, Suite 400
Oak Brook, IL 60523

Visa, MasterCard, American Express and Discover accepted for payment.

2009 Annual Meeting Registration Guidelines

Please review these guidelines prior to completing your registration form.

1. Forms must be fully completed and must include payment in full in order to be processed. Submit your completed form and payment as indicated above. All payments must be made in U.S. funds and drawn on a U.S. bank. Please note: **NEW THIS YEAR** – Hotel reservations are included on this form. Please **DO NOT** contact the hotel directly.
2. If you need additional forms, please make copies or download from the NFCA Web site at www.nfcenet.org.
3. Use one form per delegate or representative. Only spouses should be included on the same form as a delegate or representative. Delegate status will be confirmed based on the society/state fraternal congress credentials received from the secretary.
4. If your spouse is a representative of a society, state fraternal congress or organization, he/she **MUST** register on his/her own form at the full price. Your society must be an NFCA member to obtain the member rate. Vendors (independent attorneys, CPAs, actuaries, consultants, etc.) must register

using their company information and are considered either Associate Members, who may register at the member rate, or Non-members.

5. All tickets are distributed on-site with name badges, programs and other conference materials. Tickets will be distributed only to the person who ordered them.
6. If "Mail Check" option is selected with online registration, check must be received **within 10 business days**.
Checks not received within 10 business days results in automatic cancellation of registration.
7. Once your registration has been processed, you will receive a meeting registration confirmation via e-mail. Please add meetings@nfcenet.org to your e-mail address book to ensure receipt of confirmation and meeting-related information. If you have not received a meeting registration confirmation e-mail within 10 business days, please contact us to verify receipt. Hotel room confirmations will be e-mailed by September 1.
8. All refund requests must be made in writing (**no exceptions**) to the NFCA registrar.

NFCA Annual Meeting
1315 W. 22nd Street, Suite 400
Oak Brook, IL 60523
meetings@nfcenet.org
Fax (815) 338-9658

Refunded amounts will be based on requests received by the following dates:

By July 31	Registration fee less \$25 processing fee per registrant
By August 1–14	Refund of 50% of registration fees
After August 14	No refund

All refunds will be processed and mailed beginning October 20, 2009.

Questions?

Contact the NFCA Registration Hotline at (815) 338-9668 or meetings@nfcenet.org.

Thank you to our Gold Sponsors.





Annual Meeting Full Program Registration

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A. Registration Information *(Please print clearly)*

First Name _____ Middle Initial _____

Last Name _____

First Name for Badge _____ First Time Attendee

Title at Organization _____

Name of Organization _____

Home or Work Address _____

City _____ St/Prov _____ Postal Code _____ Country _____

Phone _____ Fax _____

E-mail *(required for confirmation)* _____ Is this a change of address/e-mail information?

If a spouse is also attending the meeting as a companion, please complete the following information for a NAME BADGE. If your spouse or guest is representing a society, state fraternal congress or other organization, he/she MUST register on his/her own form at the full price.

Spouse First Name for Badge _____ First Time Attendee

Spouse Last Name _____

Please indicate any special needs (disabilities, food allergies) for you or your spouse: _____

B. Housing — Grand Hyatt San Antonio—New This Year!

Please note there are 2 Hyatts in San Antonio. The NFCA Annual meeting is located at the Grand Hyatt at 600 East Market Street. Adding a third bed (rollaway bed) is an additional charge of \$20. Please DO NOT contact the hotel directly. The NFCA registrar will process all hotel reservation requests and send you a hotel confirmation number by September 1.

- Single Occupancy Room \$199.00 Triple Occupancy Room \$249.00
 Double Occupancy Room \$224.00 Quad Occupancy Room \$274.00

Please circle your arrival date: September 14 15 16 17 18 19 Other _____ Please circle your departure date: September 17 18 19 20 Other _____

Additional Questions

Number of Beds 1 Bed 2 Beds Roommate's Name _____
 Number of People in Room 1 2 3 4 Smoking No Yes

Hotel Guarantee *(credit card information to guarantee hotel reservation)*

Card Number _____ Exp. Date (MM/YY) _____

C. Please RSVP for these Events

All the following are included with your full program registration fee for spouse/guest and attendee if you pay the full program rate. Please advise which you will attend:

- Opening Session/Lunch** Qty _____ Thursday, Sept. 17 at 11:30am – 1:00pm
 Community Service Activity Qty _____ Thursday, Sept. 17 at 1:00 – 5:00pm
 Welcome Reception Qty _____ Thursday, Sept. 17 at 6:00 – 7:30pm
 Friday Lunch Qty _____ Friday, Sept. 18 at 12:00 – 1:30pm
 Fraternal 100 Meeting Qty _____ Friday, Sept. 18 at 5:00 – 6:00pm
 SFC Meeting Qty _____ Friday, Sept. 18 at 5:00 – 6:00pm
 Saturday Mass Qty _____ Saturday, Sept. 19 at 5:00 – 6:00pm
 Closing Reception & Dinner Qty _____ Saturday, Sept. 19 at 7:00 – 10:00pm

D. Section Breakfasts

Please select only one from the options below if you plan to attend.

- Presidents Section Breakfast** Qty _____
 Friday, September 18 at 7:30 – 8:45am
 Secretaries/HR Sections Breakfast Qty _____
 Friday, September 18 at 7:30 – 8:45am
 Fraternal & Communications Sections Breakfast Qty _____
 Friday, September 18 at 7:30 – 8:45am
 Investment Section Breakfast Qty _____
 Friday, September 18 at 7:30 – 8:45am

E. Full Program Fees

Full program fees include one Opening Session/Lunch, Community Service Activity, Welcome Reception, One Session Breakfast, Friday Lunch, Closing Reception and Dinner. Please RSVP in boxes C and D which of these activities you plan to attend.

	Until July 1	July 1-Sept 1	
Members			
<input type="checkbox"/> Member Full	\$550	\$650	\$ _____
<input type="checkbox"/> Spouse Full	\$525	\$625	\$ _____
<input type="checkbox"/> Non-Member	\$1,150	\$1,250	\$ _____
<input type="checkbox"/> Non-Member Spouse	\$1,100	\$1,200	\$ _____
Full Program Fees Subtotal			\$ _____

Optional Activities and Extra Tickets

Please advise if you plan to attend the optional events listed below or require any additional tickets to the Closing Banquet.

<input type="checkbox"/> Board Institute <i>(Optional-Members Only)</i> Qty _____	\$399.00 each	\$ _____
Tuesday, Sept 15 at 12:00pm through Thursday, Sept 17 at 11:30am		
<input type="checkbox"/> Dinner at the Alamo <i>(Optional)</i> Qty _____	\$125.00 each	\$ _____
Friday, September 18 at 6:00 – 8:30pm		
<input type="checkbox"/> Closing Reception & Banquet <i>(Additional)</i> Qty _____	\$175.00 each	\$ _____
Saturday, September 19 at 7:00 – 10:00pm		
<input type="checkbox"/> Optional Tour – City Highlights Qty _____	\$49.00 each	\$ _____
Saturday, September 19 at 1:00 – 4:30pm		
Optional Activities/Extra Tickets Subtotal		\$ _____
GRAND TOTAL		\$ _____

F. Payment

Check enclosed (make checks payable to "NFCA")

Charge to Credit Card: Visa MasterCard AMEX Discover

Check if personal credit card

 Name of Card Holder *(Exactly as it Appears on Card)*

 Card Number Exp. Date (MM/YY)

 Signature of Card Holder Security Code