

*National Association of HBCU*

*Title III Administrators, Inc.*

**2019 PROJECT DIRECTORS TECHNICAL ASSISTANCE WORKSHOP**

**JUNE 16-21, 2019**

**Registration Form**

**Registrant:** Mr. \_\_\_\_\_ Ms. \_\_\_\_\_ Mrs. \_\_\_\_\_ Dr. \_\_\_\_\_

**Name:**

\_\_\_\_\_  
**Your Official Title:**

\_\_\_\_\_  
**Institution:**

\_\_\_\_\_  
**Address:**

\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Office Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Registration Fee:**

**MEMBERS:**

*Pre-Registration:* \_\_\_\_\_ \$400.00 (By December 31, 2018);

*Registration* \_\_\_\_\_ \$425.00 (January 01 - May 15, 2019)

*Late Registration* \_\_\_\_\_ \$450.00 (After May 15, 2019)

**NON-MEMBERS:**

*Pre-Registration:* \_\_\_\_\_ \$450.00 (By May 15, 2019);

\_\_\_\_\_ \$500.00 (After May 15, 2019)

*Management Concepts* \_\_\_\_\_ \$550.00 (Separate Registration: Limited to the First 40

paid registrants)

**Note:** It is requested that you register with a check or money order.

**Registration and fees may also be paid by credit card by using the link below:**

[Book your group rate for HBCU National Association of HBCU Title III Administrators](#)

All costs related to your participation in this workshop are chargeable to your Title III grant.

*\*Items covered by the registration fee include receptions, continental breakfast, and costs of meeting rooms, refreshments, admission to workshop sessions, and other workshop-related expenses.*

Please mail this completed form and registration payment, by Friday, May 19, 2018 to:

**Ronald E. Range**

Director, Title III

Shelton State Community College

3401 ML King Jr. Blvd.

Tuscaloosa, AL 35401

rrange@sheltonstate.edu

Phone: 205.391.2644

Fax: 205.391.2613

**\*MAKE CHECKS/MONEY ORDERS PAYABLE TO THE: NATIONAL ASSOCIATION OF HBCU TITLE III ADMINISTRATORS, INC. Please use the following Tax ID EIN: # 38-3729346**

Payment received by: \_\_\_\_\_

*National Association of HBCU  
Title III Administrators, Inc.*  
**2019 PROJECT DIRECTORS TECHNICAL ASSISTANCE WORKSHOP  
JUNE 16-21, 2019**

## **HOTEL INFORMATION**

**Jackson Marriott  
200 East Amite Street  
Jackson, MS 39201  
(601) 969-5100**

King or Double Bed – Standard Rooms      Single \$119.00      Double \$119.00  
\*

All guestroom rates are quoted exclusive of applicable state and local taxes (which are currently 11.75%) or applicable service, or hotel specific fees in effect at the Hotel at the time of the meeting.

\*\*\*Guest room rate will be available to Group 3 days pre/post based on Group room availability\*\*\*

\*To ensure the convention rate, your attendees must identify the group name (National Association of HBCU Title III Administrators) and make their reservation by the cut-off date.

### **GUARANTEED RESERVATION**

All rooming lists and reservations are on a 4:00 p.m. hold unless otherwise stated. A non-guaranteed reservation will be cancelled by 4:00 p.m. if a guest has not arrived. It is strongly suggested that reservations be guaranteed by a first nights deposit, a major credit card or guaranteed by purchase order. Also note that after check-in, should you depart earlier than the agreed upon departure date, an early check out fee of one night room and tax will be added to that guest room account.

**PLEASE NOTE:** Check in time is 4:00PM / Check out time is 11:00AM **Self Parking:** \$Complimentary per day

**Reservation must be made by Saturday, May 26, 2019.** In the event that an individual reservation is cancelled 72 hours prior to arrival, the deposit is refundable. If an individual reservation is cancelled within 71 hours of the arrival date or the guest fails to check in on the arrival date, the credit card will be charged for the first night's room and tax or the deposit will be forfeited. Reservations can be made by calling the hotel directly or by using the link below:

**[Book your group rate for HBCU National Association of HBCU Title III Administrators](#)**