



2019 Regional Conference Registration Form

NOVEMBER 12-14 | PHOENIX, AZ

Registration: \$450 [by September 30th] **\$500** [on or after October 1st]

Name _____ Title _____
Approving Manager _____ Title _____
Organization _____
Address _____
City _____ State _____ Zip Code _____
Phone _____ Email _____

PAYMENT INFORMATION

Method of Payment: Credit Card (CC accepted via www.NAJA.org) or P.O. # _____ or Check # _____

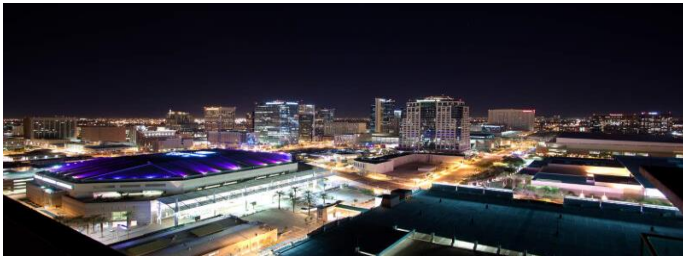
CC date paid online: _____ Name on CC, if not attendee: _____

Mail check PAYMENT to: NAJA, P.O. BOX 13392, Torrance, CA 90503

Make HOTEL reservations AND email this filled out registration form to: NAJAcontact@aol.com

Full payment must be received by NAJA before the conference date for admittance.

Contact NAJA: (916) 267-7280 NAJAcontact@aol.com www.NAJA.org



NAJA CANCELLATION POLICY

Substitute registrants may be named at any time. If you cancel by Friday, October 11, 2019, you will receive a full refund, less a \$75 service charge.

No refunds for cancellations will be made on or after October 12, 2019.

Note: If you do not attend AND you do not cancel as described above, you are responsible for the entire payment.

EMBASSY SUITES BY HILTON PHOENIX BILTMORE

2630 E Camelback Road
Phoenix, AZ 85016
(602) 955-3992

Get gov't room rate as low as \$124*
Reservations must be booked early due to limited availability



Please call (602) 955-3992 when making hotel reservations and reference the 3 letter code: NAJ or visit https://embassysuites.hilton.com/en/es/groups/personalized/P/PHXCBES-NAJ-20191109/index.jhtml?WT.mc_id=POG

NEXT UP: WE'RE HEADING TO SAN FRANCISCO, CA! *DATES AND HOTEL BLOCK LOCATION TBD*



Visit www.NAJA.org for Topic Highlights

- Overview of Administrative Requirements
 - Washington Update
 - 2030: The Workplace Revolution
 - Uniform Guidance 2CFR200
- Audit, Cost Principles & Selected Items of Cost
 - Indirect F & A Costs

(Topics are subject to change without prior notice)



Check our website for up to date details and registration forms for each conference at www.NAJA.org

The National Association of Job Training Assistance (NAJA) offers presentations by professionals from the U.S. Department of Labor/Employment & Training Administration and other federal agencies that provide updates on workforce investment act policies and procedures; and by volunteer presenters who have knowledge and experience in their field. These presenters share information and best practices with attendees from WIOA offices and Community Colleges located throughout the United States.

NAJA is a non-profit association that sponsors annual conferences for professional development of government and non-profit workforce development professionals. Since 1982, NAJA has conducted regional workshops and national conferences that are designed to enhance the operations and performance of administrators, middle management and staff personnel of local and state agencies. These workforce development professionals administer employment and training programs funded under the workforce innovation and opportunities act and other federal and state funds.