



**REGISTRATION FORM
BLACKS IN GOVERNMENT®, INC.
2021 VIRTUAL TRAINING INSTITUTE (NTI)
AUGUST 23-26, 2021**

FOR OFFICIAL USE ONLY					
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THEME: BIG 2021: "Training Matters – Roadmap to Securing Your Career Goals!"

BIG ID#

INSTRUCTIONS: Return completed form with payment to: BLACKS IN GOVERNMENT at registration@bignet.org (type or print legibly all information). Registrations will NOT be processed without proper method of payment. EVERY REGISTRANT MUST HAVE A REGISTRATION FORM. For further information, email registration@bignet.org.

Mailing Address for Confirmation Letter	Billing Address for Invoicing Training Authorization
Name:	Employer/Agency: Purchase Order Number:
Address:	Training/Support Office Name:
City/State/Zip:	Training/Support Office POC & Telephone:
Contact Telephone	Training/Support Office Address:
E-Mail Address:	E-Mail Address:
Emergency Contact Information	
Full Name:	Relationship:
Home Telephone:	Work Telephone

List Americans with Disability Act (ADA) service/device/equipment required:

REGISTRATION FEES	MEMBERSHIP INFORMATION (Required to qualify for member rate)
<p>Full NTI Registration: (Select One)</p> <p align="center"><u>Conference Rates</u></p> <p><input type="checkbox"/> BIG Member \$399.00</p> <p><input type="checkbox"/> BIG Retired Member \$175.00</p> <p><input type="checkbox"/> Non-Member \$599.00</p> <p>All payments will be processed electronically via the registration link in bignet.org under the Virtual NTI information.</p>	<p>Region: _____ Chapter: _____</p> <p>Membership No. _____ Life Member <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p align="center">VIRTUAL</p> <p align="center">On Line Registration</p> <p>Visit http://www.bignet.org for NTI updates and additional hotel information.</p> <p align="center">VISIT BIG'S WEBSITE FOR DETAILS ABOUT ONLINE REGISTRATION</p> <hr/> <p>FIRST TIME NTI ATTENDEE: YES _____ NO _____</p>

<p>METHOD OF PAYMENT "PERSONAL CHECKS WILL NOT BE ACCEPTED"</p> <p><input type="checkbox"/> Check <input type="checkbox"/> Government Training** (see astericks below)</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Mastercard</p> <p>Credit Card Information will not be accepted via phone</p> <p>Credit Card # _____ Security Code: _____ Expiration Date: _____</p> <p>Print Name of Cardholder (as appears on card): _____</p> <p>Cardholder Billing Address: _____</p> <p>Signature of Cardholder: _____</p> <p align="center">**A registration form must be attached for each conference attendee. A form with multiple names will be returned to sender.</p>	<table border="1"> <tr> <th align="center">FOR OFFICIAL USE ONLY</th> </tr> <tr> <td>Authorization # _____</td> </tr> <tr> <td>Initial _____</td> </tr> </table>	FOR OFFICIAL USE ONLY	Authorization # _____	Initial _____
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Initial _____				

REFUND AND CANCELLATION POLICY: In order to issue a refund (less a \$250.00 processing fee), Blacks In Government must receive a "email cancellation notice" no later than August 1, 2021. No refunds or cancellations will be honored after that date. Confirmed registrants who do not attend the NTI are still liable for the entire registration fee. No refunds will be issued until 30 days after the NTI.

BLACKS IN GOVERNMENT®, INC.

2021 Virtual Training Institute (NTI), Registration – What You Need to Know

Rate Deadline – August 20, 2021

METHODS OF REGISTRATION

ONLINE REGISTRATION: (Effective June 1, 2021 visit www.bignet.org for details.)

A separate registration form is required for each registrant.

For the 2021 Virtual NTI, registrations will be completed on-line using the registration link on the bignet.com site

REGISTRATION PROTOCOL

Registration: A **confirmation letter** will be forwarded to the attendee upon the completion of the online Registration Form and full remittance of payment by credit/debit card, Agency check, training authorization with all funding and billing information completed. Please note that the Certificate of Training will be sent electronically upon completion of the event.

REFUND AND CANCELLATION POLICY

A **written cancellation notice** must be received in the National Office via fax or postmarked no later than August 1, 2021 to obtain a refund. All cancellations will be assessed a \$250.00 processing fee (including credit card debit transactions). No request for refunds or cancellations will be honored after **August 1, 2021**. Confirmed registrant “**no shows**” are liable for the full amount of the registration fee. All refunds will be processed 30 days after the official NTI closing date.

REGISTRATION TYPES

MEMBER

- ◆ **BIG MEMBER:** An active/financial member of Blacks In Government, Inc. (BIG) in any membership category. Your dues must be current at the time you register for the NTI and remain current through the NTI, or you will be charged the non-member rate.
- ◆ **BIG RETIRED MEMBER:** An active/financial member of BIG in any membership category and is retired from employment. Your dues must be current at the time you register for the NTI and remain current through the NTI, or you will be charged the non-member rate. Verification of retirement status must be presented at On-Site Registration. Proof of retirement status includes:
 - SF-50 Notification of Personnel Action or 2009 Form 1099-R Distributions from Pensions, Annuities, Retirement or Profit, Sharing Plans, IRAs, Insurance Contracts, etc.
 - Retirement Card
 - Photo ID Card
 - Other official retirement documentation from the private sector or at the federal, state, and local government levels

NON-MEMBER: Attendee who is not a current dues paying member of BIG.

What full NTI registration fee includes?

- ◆ Attendance at all NTI sessions (Opening Plenary, Agency Forums, Workshops, Special Enhancement Programs, Exhibit Hall)
- ◆ Training certificate
- ◆ All NTI materials