

U.S. Fish and Wildlife Service
National Conservation Training Center
Information Technology and Registrar (ITR)
Rt. 1, Box 166 Shepherdstown, WV 25443
Phone: 304-876-7220 Fax: 304-876-7260
Website: training.fws.gov
Email: NCTC_Registrar@fws.gov

Office Use Only
Facilities Approved

EVENT APPLICATION (Revised 08/04)

Please complete each section, including billing, and email to NCTC_Registrar@fws.gov or fax to 304-876-7260. **We are unable to process incomplete applications. Applications may not be accepted less than 30 days prior to an event.** If the requested information does not apply to your event, please mark that section as N/A.

1. Event Information

Current Date: _____

Event Title: _____

Sponsoring Agency/Org: _____

Event Coordinator: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Backup Coordinator: _____

Phone: _____ Fax: _____ Email: _____

2. Agenda (Please provide separately a thorough, day-to-day agenda)

Check-in Date: _____ Check-in time is between 1 pm & 9 pm, checkout time is until 12pm.

Event Start Date _____ Daily Start/End Times: _____ to _____

Event End Date: _____ Time Event Starts on First Day _____

Checkout Date: _____ Time Event Ends on Last Day _____

3. Participants (Please provide separately a list of participant names and affiliation)

Number of Requested Onsite Lodging Rooms: _____ Total Participants Expected: _____
(Please include your instructors and facilitators in your requested room block.)

Number of Participants Staying Offsite: _____ Number of Participants Commuting: _____
(Offsite lodging, directions, and maps may be obtained from our website at training.fws.gov/services.html)

4. Break/Meal Schedule

Breakfast is served from 6:30-8:30 am

Lunch Break: (between 11:30 am - 1:00 pm) _____ please note time

Dinner is served from 5:30-7:00 pm

Break Service: Break service is provided as part of your facility rental (Auditorium Excluded) (Check one each for morning and afternoon.)

Morning Breaks: __ 9:30-10:00 OR __ 10:00-10:30 **Afternoon Breaks:** __ 2:00-2:30 OR __ 2:30-3:00

Break Services served outside scheduled times will be assessed a \$50.00 charge per break.

Break Services served in locations other than standard break stations are assessed \$2.50 per person/per break.

5. Meals and Lodging

Participants who lodge onsite must participate in the NCTC Meal Plan that begins with dinner on the day of check-in and ends with lunch on the day of checkout. Guests who lodge offsite or commute may elect to take their meals a la carte or purchase a lunch pass. **Offsite groups of 25 or more MUST make arrangements in advance to purchase lunch passes.** Credit for missed meals is not given. Late arrivals and early departures may be accommodated with advance notice. (Note: Rates subject to change without prior notification.)

Meal & Lodging Package Rates for Onsite Participants:

FWS - \$98.00/person/day BLM/NPS Partners - \$98.00/person/day All Others - \$111.00/person/day

Lunch for Offsite & Commuter Participants:

___ People for # ___ Days

Do you require a bagged meal? ___ Yes ___ No

(If Yes, please submit Bag Breakfast and Lunch Order Form *no later than 72 hours in advance.*)

6. Catering (Please see the NCTC Catering Guide and Order Form for prices and policies)

Will you be requesting special catering such as socials, dinners, or picnics? ___ Yes ___ No

If yes, please submit Catering Order Form *no later than 14 days prior to the start of the event.*

7. Facility Rental

Please see below for standard amenities in each classroom. **Please note: "Other" setups may incur a \$100 set-up fee; the cost will be billed to the sponsoring agency/organization. Please provide a diagram for "Other" setup requests.** (Note: Rates subject to change.)

Facility	# of Days One Day Rate (Rates thru 09/30/04)	One Day Rate (Rate change as of 10/01/04)	Set Up (Check One)
24-Seat Class	___ \$505	\$530	<input type="checkbox"/> Y, <input type="checkbox"/> Theatre, <input type="checkbox"/> Chevron, <input type="checkbox"/> Standard, <input type="checkbox"/> U-shape, Other
25-Seat Class	___ \$505	\$530	Rounds Only
36-Seat Class	___ \$586	\$615	<input type="checkbox"/> Y, <input type="checkbox"/> Theatre, <input type="checkbox"/> Chevron, <input type="checkbox"/> Standard, <input type="checkbox"/> U-shape, Other
Tiered/U Shape 40-Seat Class	___ \$680	\$750	Tiered Only
45-Seat Class	___ \$672	\$710	<input type="checkbox"/> Y, <input type="checkbox"/> Theatre, <input type="checkbox"/> Chevron, <input type="checkbox"/> Standard, <input type="checkbox"/> U-shape, Other
Tiered 60-Seat Class	___ \$782	\$830	Tiered Only
8-Seat Seminar	___ \$185	\$170	\$50.00 when accompanied by classroom rental
14-Seat Seminar	___ \$294	\$265	
16-Seat Seminar	___	\$275	
20-Seat Seminar (Video Conf.)	___ \$363	\$320	___ #hours Video Conferencing (\$150/1st Hour, \$25/each add'l)
Auditorium (250-Seats)	___ \$1,078	\$1,235	(Breaks billed separately \$2.50 per person/per break)
Computer Lab (147IE)	___ \$1,439	\$1,425	(Complete Computer Lab Request)
Computer Lab (G30IE/G24IE)	___ \$1,439	\$1,595	(Complete Computer Lab Request)
Aquatic Resources Lab (G21L)	___ \$854	\$915	(Complete Science Lab Request)
Biomedical Lab (121L)	___ \$892	\$960	(Complete Science Lab Request)
Biology Lab (218L)	___ \$612	\$745	(Complete Science Lab Request)
Gymnasium	___ \$100	\$100	

8. Audiovisual and Logistical Setups/Services

A Classroom Standard setup includes:

- Rectangular tables	- High-back student chairs	- Dry-erase whiteboard
- Overhead projector on stand	- Two easel flipcharts on stands	- TV/VHS/VCR
- Desktop computer connected to classroom projection system	- Size-80 carousel slide projector (Available upon request)	- DVD (Available upon request)
- Computer-ready rear-screen video projection system	- Internet connectivity - please notify of need	- Instructor table
		- Lectern

A Seminar Room Standard setup includes:

- Oval table	- Dry erase whiteboard	- High-back student chairs
- One easel flipchart on stand	- Does not include AV equipment	

*Event sponsors can be held fiscally responsible for any requested electronic equipment should it be damaged, lost or stolen.

*The standard setup equipment use cost is covered in the facility rental fee. Auditorium and 36-seat classrooms also include size-80 carousel dual-slide projectors.

*If you require additional equipment or services beyond the standard setups described above, please check below.

<input type="checkbox"/> Easel Charts	<input type="checkbox"/> Wireless Microphone **	<input type="checkbox"/> Video Conferencing (\$150/1 st hr, \$25/ea hour additional)
<input type="checkbox"/> Overhead Projector**	<input type="checkbox"/> Video Camera/Tripod (\$20)	<input type="checkbox"/> Weekend/Eve AV Assist (\$50/hr)
<input type="checkbox"/> LCD/Video Projector**	<input type="checkbox"/> Portable PA System **	<input type="checkbox"/> Staffed Registration Table (\$50/hr)
<input type="checkbox"/> TV/VCR/Stand**	<input type="checkbox"/> Class Photo (\$2 ea)	<input type="checkbox"/> Late Afternoon Break @ 3pm or 3:30pm (\$50 per break)
<input type="checkbox"/> Slide Projector**	<input type="checkbox"/> Laser Pointer	<input type="checkbox"/> Coffee Break/Person @ Alt. Location (\$2.50 per person)
<input type="checkbox"/> Portable Screen**	<input type="checkbox"/> Video Cassette (\$5 ea)	<input type="checkbox"/> Security (\$45/hour/guard)
<input type="checkbox"/> Amplified Headset	<input type="checkbox"/> Computer Disks (\$10/box)	<input type="checkbox"/> Videotaping (\$50/hr)
<input type="checkbox"/> Internet Access**	<input type="checkbox"/> DVD Player**	<input type="checkbox"/> Audio Cassette (\$5 ea)/Recorder (\$10 ea)
<input type="checkbox"/> Audio Conferencing **		
<input type="checkbox"/> Dining Hall Dividers/Meeting**		
<input type="checkbox"/> 6'Registration Table(s)**	Circle Location: <input type="checkbox"/> Main Entry, <input type="checkbox"/> Commons	
<input type="checkbox"/> Display Table(s)**	Circle Location: <input type="checkbox"/> Main Entry, <input type="checkbox"/> Commons, <input type="checkbox"/> Instructional East, <input type="checkbox"/> Instructional West	

****Additional fees may be assessed.**

9. Shuttle

If you or your participants desire standard shuttle service, contact **Hotel Reservations** at 304-876-7900 or **1-877-706-NCTC** no later than 14 days prior to the start of the event..

Office hours are M-F, 8am-6pm. The fax number is 304-876-7910 and the TTY is 304-876-7201.

Standard Shuttle Schedule:

Sunday or Monday Federal Holiday Arrivals:

- Depart Dulles at 1pm, arrive NCTC at 3pm
- Depart Dulles at 4pm, arrive NCTC at 6pm
- Depart Dulles at 7pm, arrive NCTC at 9pm

Friday Departures:

- Depart NCTC at 1:30pm, arrive Dulles at 3:30pm
- Depart NCTC at 4:30pm, arrive Dulles at 6:30pm

The one-time fee of \$70.00 secures a one-way or round-trip service and is payable upon checkout at the NCTC Front Desk.

Will your participants require use of a non standard shuttle? Yes No

Mid-Week Non-Standard Shuttles/Field Trips/Special Bus Requests: Special shuttles, field trips, etc. are arranged on a limited basis and only by special request provided they are billed to the sponsoring agency/organization. The fee is \$90/hour with a 4-hour minimum charge of (\$360.00). If you desire these services, contact the Registrar on 304-876-7220.

Shuttle Cancellation Policy: All participants, including FWS and partner employees, must cancel their shuttle reservations *no later than 48 hours prior to the start of the event*. Otherwise, the credit card used by the participant to guarantee their room reservation or the billing account of the sponsoring agency/organization will be debited for the full shuttle cost. (Note: Rates subject to change.)

10. Attire/Directions

The NCTC is a walking campus, so sturdy comfortable shoes are recommended. Maps/directions are provided upon request or can be accessed at <http://training.fws.gov/mapdir.html>

11. Billing/Payment Method **Event Code:**

Please note that the NCTC accepts payment from Federal and state agencies for facility rental and billed lodging costs **only** via Interagency Agreement, Purchase Order (PO), OPAC billing, FWS transfer, NCTC transfer, check or credit card. Other agencies/organizations must pay via check or credit card.

Our standard payment method requires your agency/organization to pay for facility rental costs only and participants to pay upon checkout for lodging, meals, shuttle and incidentals.

Will your agency/company pay for facility rental costs as well as selected participant expenses? Yes No
Master Bill: meals/lodging offsite guest meals at NCTC shuttle incidentals

Billing Method (check one):

- Purchase Order (must receive 30 days PRIOR to start of event) TAX ID #: _____
 - Interagency Agreement/OPAC Transfer-Agency Location Code: _____ Acct # _____
 - FWS Transfer Acct #: _____
 - NCTC Transfer Acct #: _____
 - Charge to NCTC Division of Facilities Operations Account **(Internal use only.)**
 - Check
 - Credit Card Cardholder Name: _____
- Credit Card #: _____ Exp Date: _____ Zip Code: _____

MUST HAVE BILLING CONTACT TO PROCESS EVENT APPLICATION

Billing Contact Name: _____

Address Line 1: _____

Address Line 2: _____

Phone: _____ Fax: _____ Email: _____

12. NCTC Cancellation/Billing Policies

Event or Classroom/Facility Cancellation Policy: NCTC must be notified in writing in cases where an entire contracted event is canceled. Clients, including FWS Service employees, who cancel their entire event, drop a significant portion of their lodging block, or drop classrooms, agree to pay lost facility rental revenue. Penalty fees are assessed between either the check-in or start date and the date of cancellation as follows:

30-60 days - 25%	15-29 days - 50%	14 days or less - 100%
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Classroom penalties are based on the classroom rental fee. A participant or organization may substitute another individual at any time to avoid a lodging cancellation penalty. Lodging penalties are based on the following room night costs: \$62/day for FWS employees, \$62/day for BLM and NPS employees, and \$79/day for all others. (Note: Rates subject to change.)

Guestroom Blocks: An organization holds a reserved room block when onsite lodging rooms are contracted. **The Event Coordinator is responsible for submitting a final Participant List no later than thirty days prior to the start of the event to prevent becoming subject to loss of a room block.** A Participant List contains each attendee's full name, affiliation, lodging designation (onsite, offsite, or commuter), lodging/attendance dates, and daily meal counts for offsite/commuter attendees. After the Participant List is submitted; individual participants, including instructors, facilitators, interpreters, and speakers, must call Hotel Reservations at 304-876-7900 to guarantee their room by credit card.

Event Coordinator Name (please print) Event Coordinator Title (please print)

Event Coordinator Signature** Signature Date (M/D/YYYY)

****If sending electronically, your email is considered a valid authorization and understanding of the terms of this application.**