

**U.S. Fish and Wildlife Service**  
**National Conservation Training Center**  
**Scheduling and Events Management (SEM)**  
**698 Conservation Way**  
**Shepherdstown, WV 25443**  
**Phone: (304) 876-7220 Fax: (304) 876-7260**  
**Web site: nctc.fws.gov**  
**E-mail: nctc\_semteam@fws.gov**

Office Use Only  
Facilities Approved

## EVENT APPLICATION (Revised 09/17)

Please complete each section, including billing, and e-mail to **nctc\_semteam@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 the section as N/A.

<b>1. Event Information</b>	<b>Current Date:</b>
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Event Title: \_\_\_\_\_  
Sponsoring Agency/Org: \_\_\_\_\_  
Event Coordinator: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Backup Coordinator: \_\_\_\_\_

<b>2. Billing/Payment Method</b>	<b>Event Code:</b>
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Please note that the NCTC accepts payment from Federal and state agencies for facility rental and billed lodging costs **only** via Interagency Agreement (IA), IPAC billing, FWS transfer, NCTC transfer 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 pay upon checkout for lodging, meals, shuttle and incidentals.

### **BILLING CONTACT INFORMATION REQUIRED TO PROCESS EVENT APPLICATION**

Billing Contact Name: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Will your agency/company pay for facility rental costs as **well** as selected participant expenses?  Yes  No

**Please make a selection for each category:**

	<b>Master Bill</b>	<b>Individual Pay</b>	<b>Combination</b>
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Participant Meals/Lodging:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offsite/Commuter Guest Meals:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Shuttle:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Incidentals:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**2. Billing/Payment Method (continued)**

**Billing Method (check one):**

- IA/IPAC Transfer - **PROVIDE TAX ID, DUNS Number, Agency Location Code, Account Number and Treasury Symbol \***
- FWS Transfer - **PROVIDE TAX ID, DUNS Number, Agency Location Code, Account Number and Treasury Symbol**
- Check - **PROVIDE TAX ID, DUNS Number**
- Credit Card - **PROVIDE Credit Card Information**

**\* For IA/IPAC Provide Account Number with 10 digit fund number.**

Cardholder Name: \_\_\_\_\_

Card Billing Address: \_\_\_\_\_

Card Billing City: \_\_\_\_\_ Card Billing State: \_\_\_\_\_ Card Billing ZIP: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Email: \_\_\_\_\_

TAX ID: \_\_\_\_\_ IA/IPAC Transfer, FWS Transfer, Check

DUNS #: \_\_\_\_\_ IA/IPAC Transfer, FWS Transfer, Check

Agency Location Code: \_\_\_\_\_ IA/IPAC Transfer, FWS Transfer

Account Number \*: \_\_\_\_\_ IA/IPAC Transfer, FWS Transfer

Treasury Symbol: \_\_\_\_\_ IA/IPAC Transfer, FWS Transfer

Obligating Doc #: \_\_\_\_\_

**3. 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:

8 weeks or less - **100%** (may be charged for no-shows)

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. Meals and Lodging penalties will be assessed at the full per diem rate.

**Guest Room Blocks:** An organization holds a reserved room block when on-site 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, lodging designation (on-site, off-site, or commuter), lodging/attendance dates, and daily meal counts for off-site/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.

**4. Agenda (Please provide separately a thorough day-to-day agenda)**

Check-in Date: \_\_\_\_\_ **Check-in time is between 1 p.m & 9 p.m., checkout time is until 12 p.m.**

Event Start Date: \_\_\_\_\_ Time Event Starts on First Day: \_\_\_\_\_

Event End Date: \_\_\_\_\_ Daily Start/End Times: \_\_\_\_\_ to \_\_\_\_\_

Checkout Date: \_\_\_\_\_ Time Event Ends on Last Day: \_\_\_\_\_

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

Number of Requested On-site Lodging Rooms: \_\_\_\_\_ Total Participants Expected: \_\_\_\_\_

**Please include your instructors and facilitators in your requested room block.**

Number of Participants Staying Off-site: \_\_\_\_\_ Number of Participants Commuting: \_\_\_\_\_

**Off-site lodging, directions, and maps may be obtained from our web site at [nctc.fws.gov](http://nctc.fws.gov)**

## 6. Break/Meal Schedule

**Breakfast** is served from 6:30 - 8:30 a.m.

**Lunch** is served between 11:30 a.m. - 1:00 p.m. \_\_\_\_\_ please note time

**Dinner** is served from 5:30 - 7:30 p.m.

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

**Morning Break:**       9:30 - 10:00 a.m.       10:00 -10:30 a.m.

**Afternoon Break:**       2:00 - 2:30 p.m.       2:30 - 3:00 p.m.       3:00 - 3:30 p.m.

**Break Services** served outside scheduled times will be **assessed an additional fee.**

**Break Services** served in locations other than standard break stations, such as the Auditorium or Gym, **are assessed \$2.50 per person/per break.**

## 7. Meals and Lodging

Participants who lodge on-site 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 check-out. Guests who lodge off-site or commute may elect to take their meals a la carte or purchase a lunch pass. **Off-site 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).

### Meals and Lodging Package Rates for On-site Participants:

\$139.00/person/day

### Lunch for Off-site and Commuter Participants:

Number of People: \_\_\_\_\_ Number of Days: \_\_\_\_\_

Do you require bagged meals?       Yes       No      If Yes, please submit Bag Breakfast and Lunch Order Form **no later than 72 hours in advance.**

## 8. 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 a Catering Order Form **no later than 14 days** prior to the start of the event.

## 9. Logistical Setups/Services

**Standard Classroom** setup includes:

<ul style="list-style-type: none"><li>- Rectangular tables</li><li>- Desktop computer connected to classroom projection system</li><li>- High-back student chairs</li><li>- Two easel flip charts on stands</li><li>- Conference phone</li></ul>	<ul style="list-style-type: none"><li>- One access point for internet connectivity (additional connections available by request)</li><li>- Instructor table</li><li>- Dry erase whiteboard</li><li>- TV/DVD w/Satellite</li><li>- Computer-ready rear-screen video projection system</li></ul>
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**Standard Seminar Room** setup includes:

<ul style="list-style-type: none"><li>- Oval table</li><li>- One easel flip chart on stand</li><li>- Dry erase whiteboard</li></ul>	<ul style="list-style-type: none"><li>- High-back student chairs</li><li>- Conference phone</li><li>- AV equipment <b>NOT</b> included</li></ul>
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Event sponsors can be held fiscally responsible for electronic equipment that is damaged, lost, or stolen.

The standard equipment setup and use cost is included in the facility rental.

### 9. Logistical Setups/Services (continued)

If you require additional services or equipment beyond the standard setup, choose them below. **Additional fees may be assessed.**

Class Photo    Security    Campfire    Alternate Break Location    Alternate Break Time    Weekend/Eve. AV Assist.

### 10. Additional Setup Needs

6' Registration Table   Choose Location    Main Entry    Commons  
 Display Table(s)   Choose Location    Main Entry    Commons    Instructional East    Instructional West  
 Dining Hall Dividers    Lectern    Flip Charts (extra)  
 Video Conference    Audio Conference    Wooden Easel

### 11. Facility Rental

Please see Section 9 for standard amenities in each classroom.

Facility	# of Days	One Day Rate as of Oct 2017	Set Up (Choose One)
24-Seat Class		\$741	<input type="radio"/> Rounds <input type="radio"/> Theatre <input type="radio"/> Chevron <input type="radio"/> Standard <input type="radio"/> U-Shape <input type="radio"/> Pods <input type="radio"/> Other
36-Seat Class		\$848	<input type="radio"/> Rounds <input type="radio"/> Theatre <input type="radio"/> Chevron <input type="radio"/> Standard <input type="radio"/> U-Shape <input type="radio"/> Pods <input type="radio"/> Other
45-Seat Class Tiered/U		\$1,025	Tiered Only
45-Seat Class		\$949	<input type="radio"/> Rounds <input type="radio"/> Theatre <input type="radio"/> Chevron <input type="radio"/> Standard <input type="radio"/> U-Shape <input type="radio"/> Pods <input type="radio"/> Other
60-Seat Class Tiered		\$1,082	Tiered Only
8-Seat Seminar		\$212	\$55 when accompanied by classroom rental
14-Seat Seminar		\$342	
Small Computer Classroom		\$1,060	Complete a <b>Computer Lab</b> Request
Computer Classroom		\$1,303	Complete a <b>Computer Lab</b> Request
GIS Classroom		\$1,514	Complete a <b>Computer Lab</b> Request
Aquatic Resources Lab (G21L)		\$1,721	Complete a <b>Science Lab</b> Request
Biomedical Lab (121L)		\$1,859	Complete a <b>Science Lab</b> Request
Biology Lab (218L)		\$1,307	Complete a <b>Science Lab</b> Request
Gymnasium		---	Cost based on requirement
Full Day Auditorium - Full Day		\$2,200 Base	Breaks billed separately \$2.50 per person per break
Auditorium - Weekend - Full Day		Base + \$400	Breaks billed separately \$2.50 per person per break
75-Seat Multi-functional Space		\$1,250	

**12. Shuttle - Shuttle Services and fees are subject to change. Contact Hotel Reservations for more information.**

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

Office hours are M-F, 8 a.m. - 6 p.m. The fax number is (304) 876-7910 and the TTY number is (304) 876-7201.

**Standard Shuttle Schedule:**

**Sunday or Monday Federal Holiday Arrivals**

- Depart Dulles at 1 p.m., arrive NCTC at 3 p.m.
- Depart Dulles at 4 p.m., arrive NCTC at 6 p.m.
- Depart Dulles at 7 p.m., arrive NCTC at 9 p.m.

**Friday Departures**

- Depart NCTC at 1:30 p.m., arrive Dulles at 3:30 p.m.
- Depart NCTC at 4:30 p.m., arrive Dulles at 6:30 p.m.

The shuttle fee is \$100 and secures a one-way or round-trip service and is payable upon checkout at the NCTC Front Desk.

**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 room reservations or the billing account of the sponsoring agency/organization will be debited for the full shuttle cost. Note: Rates are subject to change.

**Mid-Week Non-Standard Shuttles/Field Trips/Special Bus Requests:** For more information regarding non-standard shuttle services contact Scheduling and Events Management at (304) 876-7220.

**13. 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://nctc.fws.gov>.

**14. Facility Sustainability Fee**

Effective October 1, 2012 NCTC's overnight accommodation charge will increase by \$15.00 per night. While the per diem covers guest food and lodging, it does not include many costs for green improvements and state-of-the-art support such as campus-wide wireless. This additional fee is necessary to continue operating an effective training and conferencing facility in a fiscally responsible manner.

This fee has been pre-paid for all FWS employees and will not be charged to them on an individual basis.

For all non-FWS guests, this fee will be billed along with room charges at the time of check-out. Non-FWS Federal employees should identify the Facility Sustainability Fee on a GSA travel voucher as a non-mileage, miscellaneous fee.

Please contact the NCTC Scheduling and Events Management at 304-876-7220 for questions regarding rates and assessments.

**15. Signatures**

Event Coordinator Name (please print) \_\_\_\_\_

Event Coordinator Title (please print) \_\_\_\_\_

Event Coordinator Signature \*\* \_\_\_\_\_

Signature Date (MM/DD/YYYY) \_\_\_\_\_

**\*\* If you are sending this application electronically, your e-mail is considered a valid authorization and understanding of the terms of this application.**