



NATIONAL HEAD START ASSOCIATION

# Leadership Institute and Board Meeting

Registration Form | September 21-25, 2009 | Arlington, Virginia

To register online using a credit card, go to [www.nhsa.org](http://www.nhsa.org).

Mr.  Ms.  Mrs.  Dr.

Name \_\_\_\_\_

Professional Title/Position \_\_\_\_\_ NHTSA Membership # \_\_\_\_\_

Program Name \_\_\_\_\_

Street Address \_\_\_\_\_  Business  Home

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Business Phone # \_\_\_\_\_

Fax # \_\_\_\_\_ E-mail Address \_\_\_\_\_

If you are a Head Start alumnus, please select the category that best applies to you:

Former student  Parent  Staff Member

Do you require special assistance or have any meal/dietary restrictions?  Yes  No

Please provide a brief description of your needs:

\_\_\_\_\_  
\_\_\_\_\_

## CONFERENCE REGISTRATION FEES

Please select one:

Regular Registration.....\$275

Special Local Rate.....\$175  
(Washington, D.C., Virginia, and Maryland ONLY)

Total Due: \$ \_\_\_\_\_

## ACCOMMODATIONS

Reserve a room in our conference hotel! Make your reservation by August 25, 2009 — and be sure to ask for the **NHTSA rate!**

**DoubleTree Crystal City**  
300 Army Navy Drive  
Arlington, VA 22202  
(703) 416-4100  
[www.DoubleTree.com](http://www.DoubleTree.com)

## PAYMENT INFORMATION

Check Check # \_\_\_\_\_

Make checks\* and money orders payable to NHTSA. Mail your payment and completed registration form to **NHTSA, P.O. Box 890080, Charlotte, NC 28289-0080.**

\*No personal checks accepted.

If you are paying by credit card, fax your completed registration form to (703) 548-8305 or register online at [www.nhsa.org](http://www.nhsa.org).

Am Ex  MC  Visa

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

## REFUND AND FEE POLICY

Cancellations will be accepted up to August 21, 2009. NO refunds will be given for cancellations after this cancellation deadline. Cancellations made before the cancellation deadline will be assessed a \$75 fee for one registration or \$150 for more than one. There is a \$75 Returned Check Fee for all returned checks.