

SENT TO COUNCIL:

Forwarded on:

JAN 14 2005

by Council Liaison's Office
Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Mark Linder

SUBJECT: NATIONAL LEAGUE OF CITIES
CONGRESSIONAL CITY
CONFERENCE MARCH 11-15, 2005

DATE: January 13, 2005

Approved

Date

1-14-05

INFORMATION

The National League of Cities (NLC) will hold its annual Congressional City Conference in Washington, D.C. at the Washington Hilton and Towers from March 11-15, 2005. We recognize the Council approved budget Strategy in 2003, which "strongly urges Councilmembers to severely reduce or eliminate all travel expenditures unless they are related to state and federal activities and opportunities to obtain funding for San Jose projects and programs." As this conference serves as an opportunity to meet with members of Congress and the Administration on critical federal funding matters and, as members of the Council and City staff serve on the NLC Board of Directors and Policy Committees, and others may wish to participate as well, we are providing this information as a courtesy from the City Manager's Office.

The City of San José has a long history of attending the League's Conferences and participating on the organization's policy committees. As in years' past, the conference provides an excellent opportunity for City officials and staff to participate in programs and workshops that offer professional growth, inform participants about successful and innovative community services and educate attendees on critical national issues affecting cities. The conference also provides the opportunity for our City's attendees to meet with our Congressional delegation and other members of Congress and discuss the City's federal priorities.

The conference begins on Friday, March 11, with the Leadership Training Institute Seminars. The Leadership sessions are for Mayors, Council Members and staff consisting of a series of educational sessions specifically designed to help officials become more effective.

In addition to providing professional growth opportunities, policy development is one of the primary purposes of the annual conference. It provides cities with an opportunity to focus attention on local control and prepare a positive program at the federal level to strengthen cities. The League's policy committees will meet Saturday to determine their issue areas for study in 2005.

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Re: National League of Cities Congressional City Conference

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During the conference attendees will be able to attend legislative briefings, attend workshops and hear from national leaders on key issues of concern to local governments. The conference will conclude on Tuesday, March 15 with roundtable discussions and briefings on Capitol Hill.

A conference brochure is attached which describes the scheduled events and activities. For more information, check the conference website at www.nlc.org. Those interested in attending should fill out the registration form and send it in to the NLC as soon as possible. Attendees are responsible for their own flight arrangements. **Please note that the deadline for advance conference registration is Friday, February 6, 2005. Advance registrants unable to attend will receive a refund of paid registration, less a \$50 processing charge, if the NLC office receives a written request postmarked no later than February 6, 2005.**

For any additional assistance, please contact Betsy Shotwell at x4061. We would appreciate knowing if you are planning on attending and the intended dates of your arrival and departure.



MARK LINDER
Assistant City Manager

C: Council Appointees
Senior Staff

Attachment



2005 Congressional City Conference

Lobbying for America's Cities

The Opportunity

March 2005 will mark the beginning of the 109th Congress. A new Congress will return—in a less contentious, post election environment—to complete significant unfinished business from the 108th Congress. In addition to completing the FY 2005 budget, Congress must address two critical programs that are set to expire within the first half of the year—reauthorization of a six-year transportation bill and welfare reform.

The President will also be asking Congress to act on his second-term legislative agenda. His proposals to make tax cuts permanent and reform social security, combined with pressures to reduce the soaring budget deficit and continue to support the war in Iraq will put significant pressures on the housing, public safety, homeland security, and education programs that are so important to cities and towns across America.

The National League of Cities Congressional City Conference, March 11-15, 2005, will be a particularly important opportunity to present a strong and unified municipal voice in Congress, to develop and strengthen relationships with members of Congress, and to advocate the cities' position on the must-pass transportation and welfare reauthorization bills.

As Congress begins to grapple with intense pressures to cut discretionary programs in the FY 2006 budget, it will be imperative for local elected officials to communicate the local impact of essential federal programs in your communities.

The 2005 Congressional City Conference also offers local elected officials the opportunity to discuss critical legislative issues on the horizon that will have a dramatic impact on state and local taxation and regulatory authority. Telecommunications reform, streamline sales and use tax legislation, the continuing threat of an Internet tax moratorium, and issues regarding how telephone service provided over the Internet should be taxed and regulated will be front and center in the 109th Congress. Cities must be at the table and part of the solution as Congress grapples with these far reaching regulatory and tax reforms.

Come to Washington, DC, March 11-15, 2005, to educate and advocate on behalf of the 225 million people we collectively represent. The strength of the National League of Cities, as the preeminent voice in Congress for cities throughout this country, depends on thousands of local officials—including each of you—coming together to speak with a loud, clear, and unified voice on a shared set of priorities.

There is much at stake for cities in the 109th Congress. Join with your colleagues to demand a renewed federal-local partnership to address the issues critical to cities and towns across America.

The Action Plan

Saturday, March 12

City officials gather at the Hilton Washington for leadership meetings, policy discussions, and legislative briefings to learn about current federal issues and priorities for America's cities and towns.

Sunday, March 13

NLC's leaders and general session speakers set the stage for the action to come by outlining the opportunities and challenges for political action and building capacity to make a difference on key federal issues.

Monday, March 14

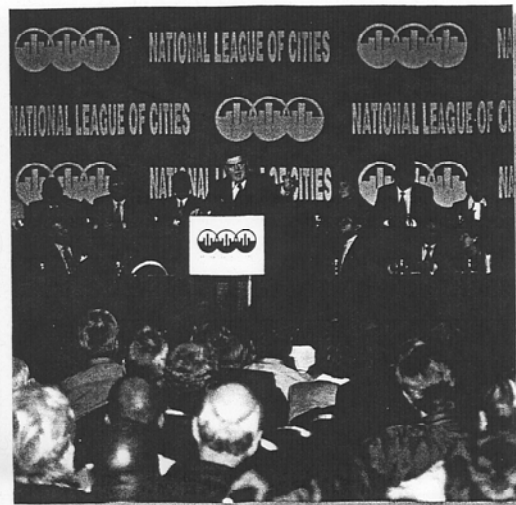
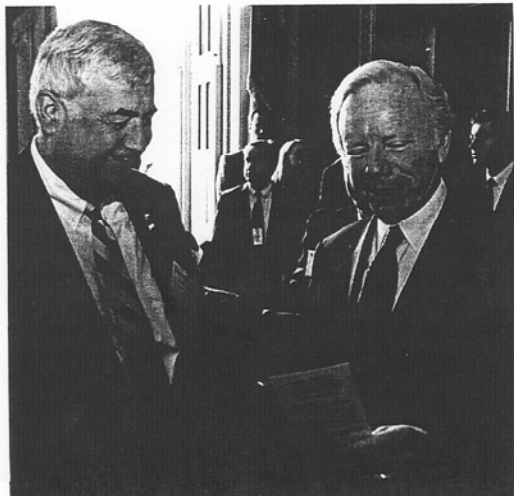
President Bush and Congressional and administrative leaders are invited to discuss their priorities and reactions to the National League of Cities agenda. The program will wrap up with a closing general session to review the agenda and confirm plans for City Lobby Day.

Tuesday, March 15

Buses take all conference delegates to the Capitol for strategic meetings with Congressional leaders to talk about NLC's priorities for federal action and expectations of Congress and the Administration.



Be part of the national voice
of America's cities 2005



Preliminary Schedule

The conference will provide a range of education, networking, and strategy sessions to maximize the value of this event for city officials. This preliminary schedule provides an outline of major events during the conference to help delegates make travel plans.

Friday, March 11

9:00 a.m. – 5:00 p.m. Leadership Training Seminars
 5:15 p.m. – 6:30 p.m. Orientation to the Conference for First Time Attendees
 5:30 p.m. – 7:00 p.m. Constituency and Special Group Meetings

Saturday, March 12

9:00 a.m. – 5:00 p.m. NLC Board of Directors Meeting
 NLC Advisory Council Meeting
 Leadership Training Seminars
 9:00 a.m. – 12:30 p.m. Policy and Advocacy Committee Meetings
 Energy, Environment and Natural Resources (EENR)
 Finance, Administration, and Intergovernmental Relations (FAIR)
 Human Development (HD)
 1:30 p.m. – 5:00 p.m. Policy and Advocacy Committee Meetings
 Community and Economic Development (CED)
 Information Technology and Communications (ITC)
 Public Safety and Crime Prevention (PSCP)
 Transportation Infrastructure and Services (TIS)
 5:15 p.m. - 7:00 p.m. Constituency and Special Group Meetings

Sunday, March 13

7:30 a.m. - 9:00 a.m. Steering Committee Work Sessions
 Energy, Environment and Natural Resources (EENR)
 Finance, Administration, and Intergovernmental Relations (FAIR)
 Human Development (HD)
 8:45 a.m. - 10:15 a.m. Celebrate Diversity Breakfast
 10:30 a.m. - Noon Opening General Session
 Noon - 1:30 p.m. Roundtable Networking and Lunch
 Noon - 1:30 p.m. Steering Committee Work Sessions
 Community and Economic Development (CED)
 Information Technology and Communications (ITC)
 Public Safety and Crime Prevention (PSCP)
 Transportation Infrastructure and Services (TIS)
 1:45 p.m. - 2:45 p.m. General Session on Key Priorities
 3:00 p.m. - 4:15 p.m. Workshops on Legislative Priorities
 4:30 p.m. - 6:30 p.m. State League Caucuses and Receptions
 Constituency and Special Group Meetings/Events

Monday, March 14

9:00 a.m. – 11:45 a.m. General Session
 Noon - 1:30 p.m. Roundtable Networking and Lunch
 1:45 p.m. - 3:30 p.m. Workshops on Legislative Priorities
 4:00 p.m. – 5:00 p.m. Closing General Session
 5:15 p.m. – 6:30 p.m. State League Caucuses and Receptions
 6:30 p.m. – 8:00 p.m. Reception and The Capitol Steps

Tuesday, March 15

9:00 a.m. – Noon City Lobby Day on Capitol Hill

Visit the NLC website at www.nlc.org and read *Nation's Cities Weekly* for updates on specific program plans.

Special Events

Sunday, March 13

Celebrate Diversity Breakfast

8:45 a.m. – 10:15 a.m.

Fee: \$40 (\$50 on site)

The 19th annual Celebrate Diversity Breakfast will feature a keynote speaker who will provide a perspective on "diversity" issues facing America's cities and towns. The breakfast is sponsored by five NLC constituency groups.

Monday, March 14

The Capitol Steps

7:00 p.m. – 8:00 p.m.

The Capitol Steps will perform on Monday as part of a conference wrap up to energize the delegates for City Lobby Day on Tuesday morning. This troupe of Congressional employees provides bi-partisan fun for everyone.

Dates to Remember

February 6, 2005 Deadline for advance registration and housing requests. All requests must be postmarked by this date. After this date, all delegates must register onsite at higher rates.

February 6, 2005 Deadline for Cancellations. Cancellation letters must be postmarked by this date and are subject to a \$50 cancellation fee. There are no refunds for cancellations after this date.

How to Register

To register for the 2005 Congressional City Conference, fill out the registration form and return it with your check, city purchase order, or credit card information to the NLC Meeting Services, postmarked by February 6, 2005 or register online at www.nlc.org.

- ★ Each delegate, guest, speaker, member of the press, and any other conference participant must register. There is a \$75 youth delegates fee. There is no charge for press registrations with proper press credentials.
- ★ No telephone registrations or cancellations will be accepted.
- ★ Payment (check, city purchase order, or credit card) must be included with advance registrations.
- ★ People unable to meet the February 6 deadline will have to register onsite at the meeting and make their own hotel reservations.

Refunds will be made for cancellations received by February 6, 2005, subject to a \$50 cancellation charge. Cancellation letters must be postmarked by this date. No telephone cancellations will be accepted. No partial refunds will be made if you decide not to attend particular functions.

Hotels

- ★ If you need hotel accommodations, please check the appropriate box on the registration form.
- ★ NLC will make a hotel reservation for you when you register for the conference.
- ★ Rooms will be assigned on a first come, first served basis.
- ★ All conference sessions will be held at the Hilton Washington Hotel.

Leadership Training Institute Seminars

Congressional City Conference March 11-12, 2005

These special institute seminars are offered to delegates for a separate registration fee. Space is limited and available on a first-come, first-served basis.

FULL-DAY SEMINARS

Friday, March 11, 2005

L01: The Six Essential Tools of Public Service

9:00 am – 5:00 pm
Registration Fee: \$150
Competency: Cornerstone

Elected and appointed officials have vast duties to perform, pressures to satisfy, and desired results to attain. Is there a growing crisis in constituency confidence or a lack of trust? Successful leaders master identifiable traits while using essential tools that have proven to be effective and successful... manage change, recognize and manage conflict; actively listen and effective in communication; effective in time management, implement a code of ethics, and make a commitment to situational leadership.
Instructor: Dr. Eddie Holloway, President, Holloway and Associates, Hattiesburg, MS

L02: Local Ballot Issues: Techniques for Effective Advocacy

9:00 am – 5:00 pm
Registration Fee: \$150
Competency: Catalyst

Learn and understand the best practices available for municipal officials to express your opinion and use your office to fairly persuade your community about upcoming ballot initiatives. As a community leader you have both a legal right and duty to inform citizens of upcoming ballot initiatives that will have an impact on your community. Learn how to conduct an effective, legal and ethical advocacy campaign, along with the importance of adopting findings and safeguards.

Instructor: Robert Meyers, Executive Director, Miami-Dade Ethics Commission, Miami, FL

L03: Cause Development: Mobilizing Public/Private Partnerships

9:00 am – 5:00 pm
Registration Fee: \$150
Competency: Collaborator

Public sector leaders must draw upon a wide array of public and private resources in order to achieve significant objectives. Learn to catalyze and sustain effective public/private sector partnerships, focused on top priority issues. Examine a new methodology known as 'cause development' and recognize what transforms an issue into a cause. Learn to develop a goal that is clear, achievable and capable of attracting sustained support.

*Instructors: Stephen Greeley, VP and COO, DCA, Boston, MA
Glouse Vincent, Consultant, DCA, Boston, MA*

AFTERNOON SEMINARS

Friday, March 11, 2005

L04: Emerging Communities of Hope: Community and Servant Leadership

1:30 pm – 5:00 pm
Registration Fee: \$95
Competency: Competent Practitioner

Servant leadership is a practical philosophy which supports people who choose to serve

first, and then lead as a way of expanding service to individuals and institutions. Recognize the progression of leader and follower roles under different leadership styles. Learn how servant leadership has inspired a growing movement of people and organizations concerned with issues of service and spirit, management and leadership.
Instructor: Dr. Sandra K. Bryant, Director, Dean and Adjunct Professor of Government in the Robertson School of Government, Regent University, Alexandria, VA

L05: Effective Diplomacy: Taking the Lead in Resolution Building

1:30 pm – 5:00 pm
Registration Fee: \$95
Competency: Collaborator

Learn, practice and incorporate a proven conflict management process into your daily life, with a focus on consistent issues for elected officials and municipal leaders. Learn how to resolve conflicts in daily life as you develop an appreciation of the conflict resolution process. Recognize the 'ladder of assumptions' and learn how conflict can be thwarted. Learn how leaders can talk across differences in ways that decrease polarization and increase mutual understanding with the option of collaborative action.

Instructor: Hillary H. Freeman, Principal, Conflict Prevention and Resolution Services/Positive Interactions, Palo Alto, CA

L06: Elected Officials Guide to Effective Media Relations

1:30 pm – 5:00 pm
Registration Fee: \$95
Competency: Communicator

Learn how to look and sound your best when working with the media—TV, radio, and print—from message development to successful interviews. Learn how to develop easy-to-communicate messages and understand the differences for TV, radio and print. Discover how not to be misquoted and how to handle both tough interviews and sensitive issues. Engage in a mixture of training, group discussion, video taping and interaction, as you practice the best techniques for successfully working with the media.

Instructor: Joseph M. Slye, Trainer and Media Consultant, Kalish Communications, Washington, DC

FULL-DAY SEMINAR

Saturday, March 12, 2005

L07: Translating Governance and Policy Direction into Enhanced Citizen Relations

9:00 am – 5:00 pm
Registration Fee: \$150
Competency: Competent Practitioner

Local municipal leaders are responsible for governance and policy direction in the delivery of public services. Develop a framework that will enable you to govern and create policy. Learn the method to ensure that the governance and policy direction you establish cascades through the various layers of municipal government. Ensure that the policy you create is effectively implemented. Learn, practice, and develop an action plan to implement a

model of leadership to enhance citizen relations and improve service delivery.
Instructor: David Geisler, President, Next Level Learning Systems, Riverdale, IA

MORNING SEMINARS

Saturday, March 12, 2005

L08: Leading a Great Meeting with Effective Parliamentary Procedure

9:00 am – Noon
Registration Fee: \$95
Competency: Cornerstone

Recognize the mechanics of leading a great meeting. Learn how to handle both the basic and essential parliamentary processes to handling motions, amendments, taking votes and handling debate. Engage in the opportunity to exercise judgment in posed difficult situations to craft solutions based on the principles that have governed the democratic process. Discover the tools to be more confident in your ability to engage, as well as lead a great meeting.

Instructor: Colette Collier Trohan, Parliamentarian and Trainer, Silver Spring, MD

L09: Strengthening Partnerships with Citizen Boards and Commissions

9:00 am – Noon
Registration Fee: \$95
Competency: Collaborator

Enlisting citizens to participate in city government decision making through appointed boards and commissions has compelling appeal to our democratic values. Learn the affirmative policies and practices necessary to maximize citizen boards' contributions to city government and the community it serves. Discover how citizen boards can become indispensable to the affairs of the city. Learn strategies that will increase the likelihood that citizens will realize a sense of civic satisfaction as the result of their volunteer contributions.

Instructor: Marla Flentje, President, Flentje and Associates, Wichita, KS

L10: Visionary Leaders Blaze a New Trail for Change

9:00 am – Noon
Registration Fee: \$95
Competency: Catalyst

We instantly recognize people with vision because they are not afraid to share their hopes, their dreams, and their longings. Engage in a dynamic program that will help you to create a compelling vision and lead the 'people side' of change. Learn and examine best practices for creating new initiatives in your community. Use the proven 'tell your vision' process to unleash passionate energy as you plan a better future for your community. Become a catalyst for positive change and leading innovation.

Instructor: Martha Lasley, Director of Training, Leadership That Works, Troy, PA

LTI Luncheon

Saturday, March 12, 2005

Leadership Luncheon
Noon – 1:30 pm
Registration Fee: \$35

Platinum, Gold, Silver, and Bronze recipients in the NLC Certificate of Achievement in Leadership program will be recognized.
Facilitators: Leadership Training Council

AFTERNOON SEMINARS

Saturday, March 12, 2005

L11: Give Your Best Speech Ever
1:30 pm – 5:00 pm
Registration Fee: \$95
Competency: Communicator

Learn how to organize, write, and deliver strong, convincing speeches and

presentations, use Power Point effectively, and handle stage fright and still be dynamic. Focus attention on key issues, develop important partnerships, as you inspire, motivate and mobilize your community. Overcome nervousness and develop your energy and enthusiasm to influence and inspire. Learn how to write and deliver strong speeches and how to use audio and visual aids productively.

Instructor: Joseph P. Slye, Trainer and Media Consultant, Kalish Communications, Washington, DC

L12: The Diversity Institute: Building Bridges of Understanding and Appreciation

1:30 pm – 5:00 pm
Registration Fee: \$95
Competency: Collaborator

Broaden your awareness of the underlying concepts that foster prejudice, bias and phobia as you are challenged to engage in a leadership role. Explore key concepts that under gird bias with proven methods of prejudice interruption. The development of bridges that link citizens, diverse cultures, and our way to life is essential to the future of America's success and stability. Learn to develop strategies that will build bridges of understanding, inclusion and appreciation of differences in the residents of your community.

Instructor: Dr. Eddie Holloway, President, Holloway and Associates, Hattiesburg, MS

L13: Performance Leader: Taking Responsibility for Results

1:30 pm – 5:00 pm
Registration Fee: \$95
Competency: Cornerstone

Discover a simple model of what it takes to be a successful performance leader and outline action steps to enhance your personal effectiveness as a leader. A successful performance leader requires you to be a visionary leader who has defined clear expectations for the future and establishes realistic, simple goals necessary to achieve them; a team leader who develops relationships and working partnerships; an inspirational leader who mobilizes and excites people to give their maximum effort; and a production leader who produces results through others and is responsible for the bottom line results.

Instructor: Lyle Simek, President, Lyle Simek Associates, Inc., Heathrow, Florida

CERTIFICATE OF ACHIEVEMENT IN LEADERSHIP

This program allows local elected officials to organize their professional development around critical skills necessary for effective leadership. The program is built around five core leadership competencies for local elected officials, with each Leadership Training Institute Seminar addressing one of the following competency areas:

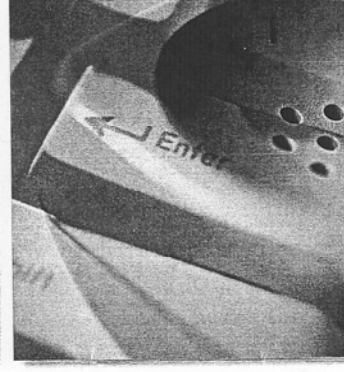
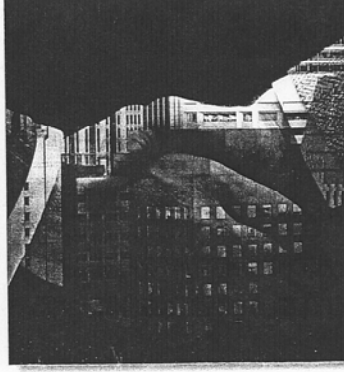
- (1) Cornerstone;
- (2) Competent Practitioner;
- (3) Communicator;
- (4) Collaborator;
- (5) Catalyst.

To obtain more information or enroll in the Certificate of Achievement in Leadership program, contact the Leadership Training Institute hotline at (202) 626-3170.

2005 Congressional City Conference

Key ISSUES

The 2005 Congressional City Conference will feature general sessions, workshops, and strategy meetings built around NLC's lobbying priorities for the first session of the 109th Congress. Among the topics that are important to cities and towns that are likely to be on federal agenda in 2005 are:



Transportation

With the current extension of the Transportation Equity Act for the 21st Century (TEA-21) scheduled to expire May 31, 2005, transportation will be a congressional priority in March 2005. City leaders will have a timely and critical opportunity to advocate for maximum funding, more flexibility, more authority, and a federal commitment to reducing congestion in this six-year reauthorization bill.

Hometown Safety and Security

Continued federal funding to support both traditional public safety programs and homeland security responsibilities will be a top budget priority in the coming year. City officials must continue to stress the importance of direct and sufficient first responder funding, interoperable public safety communications, and other federal programs necessary to protect the hometown.

Welfare Reform

The Temporary Assistance for Needy Families (TANF) block grants to states are scheduled to expire March 31, 2005. Congress will be debating this program—which is crucial to the lives of so many of our city's residents—when city officials hit Washington in early March. A strong united city voice for key additions to the program, including essential funding for child care supported by the Senate in 2004, will make a difference in the outcome of this legislation.

Affordable Housing

Affordable housing—so essential to the realization of the American Dream in this country—will likely be under attack again, particularly given the intense pressures to control the soaring budget deficit. To maintain continued federal investment in programs like CDBG, HOME, HOPE VI and Section 8 vouchers—in the face of these fiscal pressures—local officials must tell the compelling local stories of how these programs make a difference for real people in their communities. Workshops will be designed to enable local officials to make the local case.

Educational Reform

As implementation of the requirements of the No Child Left Behind Act (NCLB) continues, this educational reform bill may be on a collision course. Congress and the Administration must evaluate how the reforms are working in local schools, and what adjustments are needed, and must close the gap between the mandates for reforms and the funds needed to implement them. City officials—many of whom are blamed when schools fail—must be prepared to make this case to Congress.

Intergovernmental Partnership

In an age of declining municipal budgets and increasing responsibilities, it is essential that the federal government work in partnership with local officials to promote quality of life in communities across America. NLC is continuing to build upon its existing advocacy capabilities to strengthen the voice of cities on federal legislation and regulations that impact local government.

The 2006 Federal Budget

Intense pressures will be placed on the 2006 budget to implement the President's campaign promises on tax cuts and social security and continued support for the war in Iraq, while beginning promised deficit reduction. This means that federal programs important to cities and towns including housing, public safety, homeland security, and education will be under attack in the budget process. Municipal officials will need to be prepared to make the local case to preserve federal support for these programs.

Telecommunications Reform

The migration of telecommunications services to a non-taxed, non-regulated Internet platform will continue to shrink traditional sources of revenue for cities and towns across the country. Telecommunications and regulatory tax reforms are inevitable. The issue is whether cities and towns will be part of the solution. Workshops will bring members up to date on new developments in telecommunications reform, Internet tax, Voice over Internet Protocol, and efforts to streamline telecommunications taxes.

Visit the Congressional City Conference section of the NLC web site at www.nlc.org for regular updates on key issues and specific NLC advocacy priorities. And come to Washington prepared to be part of a unified voice calling for action on clearly defined priorities on behalf of all of America's cities and towns.

NLC 2005 Congressional City Conference Registration and Housing Form

Hilton Washington Hotel and Towers
Washington, DC - March 11-15, 2005
Advance Registration Deadline: February 6, 2005
For Faster Registration and Housing Reservation,
register On-line at: <http://nccwmlc.org>

No housing or registration will be processed without accompanying payment in full

Are you a newly elected official? _____ Size of city? _____
Name _____ Sex _____
Title _____
City/Organization _____
Mailing Address _____
City _____ State _____ Zip _____
Phone _____
Fax _____
Email _____

Spouse/Guest Name* (\$35 fee) _____
*Spouse/Guest not eligible for a separate hotel room
Child Name (14 and under, no fee) _____ Age _____
Youth Delegate** (15-18, \$75 fee) _____ Age _____

**Local officials are encouraged to register youth as active participants in this conference to contribute to NLC's youth agenda. If the youth delegate requires hotel accommodations separate from yours, attach the registration form with your completed form.

Youth Delegate** (15-18, \$75 fee) _____ Age _____

Special Conference Rates
00 \$335 Congress of Cities On-Site (MUST TURN IN FORM at COC) \$ _____
00 \$35 Spouse/Guest (non-refundable) \$ _____
00 \$75 Youth Delegate \$ _____
00 \$75 Youth Chaperone (not applicable to elected officials) \$ _____

Advance Registration Fees (Postmarked by February 6, 2005)
00 \$335 First Time Attendee \$ _____
00 \$395 NLC Member City (On-site rate is \$445 after 2/6/05) \$ _____
00 \$395 Associate Member (On-site rate is \$445 after 2/6/05) \$ _____
00 \$510 SML Member City (On-site rate is \$570 after 2/6/05) \$ _____
00 \$605 Non-Member/Other (On-site rate is \$645 after 2/6/05) \$ _____

Registration for Leadership Training Institute Seminars
(Friday, March 11, 2005)
You must be registered for the conference in order to attend.
L01 \$150 The Six Essential Tools of Public Service \$ _____
L02 \$150 Local Ballot Issues: Techniques for Effect Advocacy \$ _____
L03 \$150 Cause Development: Mobilizing Public/Private Partnerships \$ _____
L04 \$95 Emerging Communities of Hope: Community and Servant Leadership \$ _____
L05 \$95 Effective Diplomacy: Taking the Lead in Resolution Building \$ _____
L06 \$95 Elected Officials Guide to Effective Media Relations \$ _____

Registration for Leadership Training Institute Seminars
(Saturday, March 12, 2005)
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L07 \$150 Translating Governance and Policy Direction into Enhanced Citizen Relations \$ _____
L08 \$95 Leading a Great Meeting with Effective Parliamentary Procedure \$ _____
L09 \$95 Strengthening Partnerships with Citizen Boards and Commissions \$ _____
L10 \$95 Visionary Leaders Blaze a New Trail for Change \$ _____
L11 \$95 Give Your Best Speech Ever \$ _____
L12 \$95 The Diversity Institute: Building Bridges of Understanding and Appreciation \$ _____
L13 \$95 Performance Leader: Taking Responsibility for Results \$ _____

Special Events
P1 \$40 Celebrate Diversity Breakfast (On-site rate is \$50 after 2/6/05) \$ _____
L14 \$35 LTI Leadership Luncheon \$ _____

Constituency Group Dues and Events
You must be registered for the conference in order to attend.
A1 \$35 APAMO Activity Fee \$ _____
G1 \$35 GLBLO Activity Fee \$ _____
H1 \$45 HELO Activity Fee \$ _____
N1 \$85 NBC-LEO Activity Fee \$ _____
W1 \$55 WIMG Luncheon \$ _____
Total Registration Fee: \$ _____

Registration Cancellation Policy:
All requests must be received in writing, postmarked by February 6, 2005, and are subject to a \$50 cancellation fee. No partial refunds will be made if you decide not to attend particular functions. No registrations or cancellations will be accepted by telephone. NO REFUNDS will be given after February 6, 2005.

Office use only: Payment _____ Check# _____ Amount _____

Hotel Reservations:

You must be registered to reserve a hotel room. To guarantee your room, all hotels require one night's deposit plus tax, per room 21 days prior to your arrival. This is required even if you plan to arrive before 6:00 p.m. If accommodations are not guaranteed 21 days in advance, the reservation will be canceled.

- Please make my hotel reservation as indicated below.
 I do not require hotel accommodations at any of the hotels listed below.
 Please contact me regarding suite information.

Room Dates: Arrival Date: ___/___/___ Departure Date: ___/___/___
Some hotels charge an early departure fee. Confirm your arrival and departure dates are correct on NLC Meeting Services and Hotel confirmations.

Room Type Preference:
 Single (1 person/1 bed) Smoking
 Double (2 people/1 bed) Non-Smoking
 Double/Double (2 people/2 beds)
Hotels attempt to provide room type preference but it's not guaranteed.

Sharing My Room With: _____

Special Housing Request (e.g., wheelchair accessible rooms, etc.):

If you have special housing or transportation needs, please contact NLC Meeting Services.

Hotel Choices:

Indicate your first-choice hotel with the number "1". Number the other hotels from "2" to "15" in order of your preference. The hotels below are listed in order of proximity to host hotel. Hilton Washington & Towers is the headquarters hotel.

	Sgl/Db1		Sgl/Db1
___ Hilton Washington	\$199/219	___ Radison Barcelo	\$146/146
___ and Towers/Club Level	\$229/249	___ Jurys Washington	\$175/175
___ Churchill	\$183/203	___ Mayflower	\$206/206
___ Courtyard by Marriott	\$170/170	___ St. Gregory	\$189/189
___ Jurys Normandy	\$150/150	___ Capital Hilton	\$185/185
___ Westin Embassy Row	\$185/185	___ and Towers	\$212/212
___ Hilton Wash Embassy Row	\$178/178		

Hotel Deposit:

All major credit cards with expiration date of 03/05 or later are accepted at the conference hotels. All checks, government purchase orders, vouchers or claims must be submitted to the hotel with 6 digit REG ID indicated on NLC Meeting Services confirmation FOUR WEEKS prior to your arrival but are subject to hotel approval.

Registration Fee Payment Information:

You must check one of the options below.
 Charge my REGISTRATION FEES to VISA, MasterCard or AMEX listed below
 Check for REGISTRATION FEES made payable to National League of Cities
 Purchase Order for REGISTRATION FEES - copy must be enclosed & payment must be received by March 1, 2005

Hotel Deposit Payment Information:

You must check one of the options below.
 Charge my HOTEL DEPOSIT to the credit card listed below
 Check for HOTEL DEPOSIT - please submit to hotel address noted on confirmation FOUR WEEKS prior to your arrival - subject to hotel approval
 Purchase Order for HOTEL DEPOSIT - submit to hotel address noted on confirmation FOUR WEEKS prior to your arrival - subject to hotel approval

Credit Card Authorization:

NLC Meeting Services is authorized to use the card below to pay all applicable registration fees and guarantee my hotel reservation. I understand that one night's room charge will be billed through this card if I fail to show up for my assigned housing on the confirmed date, unless I have canceled my reservation with the hotel at least 72 hours in advance.

Visa/MC/AMEX #: _____ Exp. Date _____

Card Holder Name _____

Card Holder Signature _____

Additional Credit Card Authorization:

For hotel deposit only if different than the credit card number listed above. (Expiration date must be 03/05 or later, per hotel requirement.)

Visa/MC/AMEX #: _____ Exp. Date _____

Card Holder Name _____

Card Holder Signature _____

Return Conference Registration and Housing Form to:

Fax: 703-631-6288 (Credit Card and Purchase Orders Only - No Checks)

Mail: NLC Meeting Services, c/o J. Spargo & Associates,
11212 Waples Mill Road, Suite 105, Fairfax, VA 22030

For more information:

Phone: 888-319-3864 or 703-449-6418

Email: nlcccregandhousing@jspargo.com

Office use only: Hotel _____ Subblk _____ Gate _____ Rate _____

For FASTER REGISTRATION, use your credit card (Visa, MasterCard, or American Express) and FAX your form to (703) 631-6288.

