

**2016 Conference Registration Instructions** 

- 1. Print the Complete Registration Packet w/forms.
- 2. Fill out the Registration form,

**PART A** If you have not renewed or obtained a membership, this allows for discount pricing below. If you are registering as a Voting Member, be sure to include a copy of your CIB or have your Tribal Enrollment Officer fill out **Part B** of the registration form. If you have already paid your membership dues, check the box at the top of the Registration form and fill in your Membership ID number. If you do not know what it is you can call or email Cheryl Archibald.

**Fill out Part C** by entering the total from Part A (if you need membership) on the MEMBERSHIP TYPE LINE, Enter the corresponding amount for the type of Member in the last column of the table in Part 3. Enter the amount in column 3 that corresponds to your membership type. Be sure to total your column. This is your registration cost.

- 3. If you are an Exhibitor or Presenter you will also need to fill out the Exhibitor Form or Workshop Presenter Form and return them along with the two registrations forms for each person.
- 4. If you are a Veteran, or plan on participating in the Intertribal Fashion Show please fill out those forms and include them with the registration information. These forms will also be available at the registration table at the conference.
- 5. If you are paying by Credit card you will need to fill in the Credit Card form (there is a 4% service charge to use your credit card).
- 6. Nominations for open Board Positions, Honoring Our Elders Award Packet, and Guidelines for Resolution Submission and all the Conference Forms are located below. Please nominate a hard working Elder from your community, become a NICOA Board Member, or help write a Resolution. Get involved YOUR participation counts.
- 7. Once all the forms are filled out, and you have a copy of your CIB you can do any of the following:

Mail to: National Indian Council on Aging, Inc. Attn: 2016 Conference Registration 10501 Montgomery Blvd. NE, Suite 210 Albuquerque, NM 87111

FAX your information to: (505) 292-1922, Attn: 2016 Conference Registration

EMAIL – Scan the documents and email them to <u>carchibald@nicoa.org</u>

ONLINE Registration will be available soon (Credit Cards only)

If you have any questions please contact, Cheryl J Archibald, Executive Assistant to Randella Bluehouse, at (505) 292-2001 or email <u>carchibald@nicoa.org</u>