

2018 Conference Registration Instructions

You MUST pay membership dues before you register for the conference. If you have not paid your dues yet, fill out the membership dues form and attach it to your registration form if you want to pay for both membership and registration at the same time. If you are a Voting Member of NICOA you will need to attach your tribal identification card (CIB) to your membership dues form. If you have sent it to us for the 2014 or 2016 conference, please call and verify that we have it and you will not need to send it again unless it has expired. We are not currently accepting credit cards, when this is available we will let you know.

Registration for the 2018 NICOA Conference:

- 1. Fill out the Registration form, all areas must be completed. If you don't know your NICOA ID number you can call or send an email to carchibald@nicoa.org put Membership Number in the subject line. If you are paying membership dues with your registration, you will need to verify with NICOA if you have an ID number from one of the past two conferences (2014 or 2016).
 - Remember to use your personal mailing address and contact information, we want to be able to send you pertinent information about what is happening in Indian Country. We do not share any of your information with anyone, it is private and confidential.
- 2. If you are a Workshop Presenter, Plenary Session Speaker, or Exhibitor you will need to fill out the Exhibitor Form or Workshop Presenter Form and return them along with individual registration forms for each person. If you are a Plenary Session Speaker please provide us with your bio for our program.
- 3. 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.
- 4. 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.

One Executive Center

Attn: 2018 Conference Registration 8500 Menaul Blvd. NE, Suite B470

Albuquerque, NM 87112

FAX your information to: (505) 292-1922, Attn: 2018 Conference Registration *Note: when faxing CIB cards, please write the Date of Birth and your Enrollment Number below the copy, usually these are very hard to read when they come in.

EMAIL – Scan the documents and email them to carchibald@nicoa.org

Receiving documents by Fax and Email do not count as payment, you are not officially registered until payment has been received.

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