



Registration Made Simple!



Mail it in!

Attn: NCMA Registration
21740 Beaumeade Circle, Suite 125
Ashburn, VA 20147



Fax it in!

703.448.0939
Attn: NCMA Registration



Online!

www.ncmahq.org/subcon-ca17/attend/registration



E-mail it in!

Scan your form and e-mail it to memberservices@ncmahq.org with Subject: NCMA Registration

Payment must be made at the time of registration. NCMA accepts MasterCard, Visa, American Express, Discover, and personal/company checks.

NCMA will continue to accept online registrations as well as completed forms by fax or email through October 12, 2017. After October 12, 2017, you will need to register in person at SubCon 2017. To expedite this process, if you are planning to register in person onsite at SubCon 2017, please print the registration form, complete the form and bring it with you to the NCMA SubCon Registration desk located at the Hyatt Regency Dulles.

Purchase orders must be accompanied by appropriate supporting documentation. All purchase orders submitted must include an individual registration form for each attendee; the date and method by which payment will be guaranteed; and if different than registrant, a primary contact for the account.

Foreign Payment

Registration fees may be paid by credit card or by checks drawn on U.S. banks in U.S. (\$) dollars. NCMA does not accept purchase orders from foreign governments and will not invoice them for payment.

Cancellations, Substitutions, and Requests for Refunds

All cancellations, substitutions, and requests for refunds must be done in writing and e-mailed to: ncma@showcare.com, or faxed to 905.479.9297. Substitutions are welcome! Registrants who are unable to attend the meeting/training must fax or e-mail their cancellation or refund request on or before October 9, 2017. A \$75 administrative fee will be applied to all cancellations received before October 9, 2017. No refunds will be issued for cancellations received after 5:00pm Eastern Time, October 9, 2017. Refunds will not be issued for no-shows.

Badge switching/sharing is prohibited. ID will be required at check-in.

Questions

If you have any questions, contact NCMA Registration at memberservices@ncmahq.org or 800.344.8096.



REGISTRATION FORM

Contact Information

Please print your name as you would like it to appear on your badge.

FIRST NAME _____			LAST NAME _____			DESIGNATION (CPCM, CFCM, CCCM) _____		
NCMA MEMBER NUMBER _____			COMPANY/AGENCY NAME _____			TITLE _____		
STREET ADDRESS _____								
CITY _____			STATE _____			ZIP _____		
PHONE NUMBER _____			FAX NUMBER _____			E-MAIL _____		
EMERGENCY CONTACT/PHONE NUMBER _____								



Please check here for any special needs. We will contact you.

Registration

SubCon 2017–California

(October 19, 2017)

Early (Until September 8, 2017)

- \$395 Member
- \$465 Nonmember
- \$225 Student

(Must be a full-time student and not have a full-time job in contract management)

Regular (September 9, 2017–onsite)

- \$465 Member
- \$495 Nonmember
- \$225 Student

Workshop Selection (Runs Concurrently)

- Workshop A: Subcontract Proposal Support
- Workshop B: Subcontract Compliance

TOTALS: Registration Fee \$ _____

Total \$ _____

Payment

All registrations must be accompanied by check or credit card. Registrations received without payment will not be processed. Please indicate attendee name on check receipt.

- Check Enclosed (Payable to NCMA)
- American Express
- Discover
- MasterCard
- Visa

CREDIT CARD NUMBER _____			EXP. DATE _____			TOTAL AMOUNT _____		
NAME ON CARD _____								
SIGNATURE _____								

Please do not include me on the mailing list that is distributed to SubCon 2017 sponsors.