

Commitment forms must be received at least 30 days prior to the date of the NES.

Note: Chapters are not permitted to host National Education Seminars during an NCMA World Congress, NCMA Government Contract Management Symposium, SubCon Training Workshop, or other Nationally Hosted Trainings. Chapters are also not permitted to host a National Education Seminar within 4-weeks of a National HQ held NES if the topics are the same or the locations are in close proximity. Please go to the “Events” section of the website for dates of NCMA HQ conferences and seminars.

NES Information (*to be published on the NCMA website & in CM magazine)		
Chapter		
Co-Sponsoring Chapter		
National Education Seminar (check one) <input type="checkbox"/> New!! Contracting Compliance <input type="checkbox"/> New!! Leadership Strategies for Contracting Professionals <input type="checkbox"/> Pricing and Negotiating Commercial Item Contracts <input type="checkbox"/> Key Contract Terms and Conditions <input type="checkbox"/> FAR Essentials <input type="checkbox"/> Contract Changes, Disputes, and Terminations - Mastering the Fundamentals**	<input type="checkbox"/> Contract Types** <input type="checkbox"/> Cost Estimating and Contract Pricing** <input type="checkbox"/> Developing Winning Proposals** <input type="checkbox"/> Risk Management for Complex U.S. Government Contracts & Projects** <input type="checkbox"/> Subcontract Management from A to Z** <input type="checkbox"/> The COR Member of the Acquisition Team: The Contracting Officer’s Representative (COR) Guide to Performance & Quality**	
Seminar Date		
Registration Check-in		
Start & End Times		
Estimated attendance		
Registration Fees - Note: The national office will not process registrations for a chapter-hosted NES.		
	Early-bird \$65 or \$95/workbook **Courses subject to the higher rate	Regular (Effective November 1) \$75 or \$105/workbook **Courses subject to the higher rate
*Member	\$	\$
*Nonmember	\$	\$
Early-bird Deadline	On or before:	
Registration Deadline		
Meals Provided		
Site Information (*to be published on the NCMA website)		
*Hotel/Site Name		
*Address		
Speaker(s) (*to be published on the NCMA website)		
*Name(s)		
Title & Organization		
Mailing Address		
E-mail		
Phone		
NCMA will provide complimentary NES materials for no more than two (2) speakers. It is the chapter’s responsibility to order materials for additional speakers.		
Chapter Contact Information (*to be published on the NCMA website)		
Chairperson Name		
E-mail and Phone		
*Registrar Name		
*E-mail and Phone		
Registration link		
Shipping address (Business address preferred, <u>NO</u> P.O. Boxes)	Note: Shipping deadline is 14 days prior to seminar date. <div style="background-color: #1a3d4d; color: white; padding: 2px;">Name, Title, Organization</div> <div style="background-color: #1a3d4d; color: white; padding: 2px;">E-mail & Phone</div> <div style="background-color: #1a3d4d; color: white; padding: 2px;">Address (Business preferred)</div>	
Invoice Address		
Contact Person		