

Northern New England CAP Conference
Monday May 13 – Wednesday May 15, 2009
The Mount Washington Resort at Bretton Woods

Registration & Room Reservation Instructions

Welcome and thank you for participating in the second annual Northern New England CAP conference. For your convenience please refer to these instructions when completing the forms for the conference. There are a total of 21 Agencies participating in the conference so it is necessary for each agency to designate a contact person. Nancy Kilbride of Events Your Way will be the contact person for conference registration and room reservations. Forms can be faxed, mailed or completed on line.

There are four (4) forms to be completed as applicable and forwarded to along with payment to Events Your Way:

Form 1

Conference Registration Form

- One form per attendee
- Choice of attending all three days, any combination of two days or one day
- Deadline to register is Friday March 20, 2009
- Registrations are non-refundable but are transferable
- Checks only. Checks payable to: Northern NE Community Action Conference – NNECAC
- All forms and payments are to be forwarded to Events Your Way
- **Payment must be received with registration**

Form 2

Workshop Pre-Registration Form

- One form per attendee
- Workshop pre-registration will be accepted on a first come, first served basis. Some of the workshops may book up due to space restrictions
- Workshop Pre-Registration Form must accompany conference registration form

Form 3 – All CAP Employees and Designees

Group Room Reservation Form

- This form is to be completed by your agency contact person. One person has been identified for each agency. Only this person is to complete and submit form to Events Your Way.
- Deadline to reserve a room is Friday March 20, 2009
- A deposit for one night's stay plus tax is required. Checks made payable to: Mount Washington Resort. Credit cards are accepted – complete information on the form.
- The remaining payment for room nights will be charged to the credit card upon departure of hotel.
- All forms and payments are to be forwarded to Events Your Way. The hotel will not directly accept room reservations.

Form 4 – Applies to Non-CAP Attendees (Sponsors and Others)

Individual Room Reservation Form

- One form per room reservation
- Deadline to reserve a room is Friday March 20, 2009
- Select your preference of property – cannot guarantee you will be provided your preference
- A deposit for one night's stay plus tax is required. Checks made payable to: Mount Washington Resort. Credit cards are accepted – complete information on the form.
- The remaining payment for room nights will be charged to credit card upon departure of hotel.
- All forms and payments are to be forwarded to Events Your Way. The hotel will not directly accept room reservations.

Nancy Kilbride, Events Your Way; 7 Elk Drive; Bedford, NH, 03110

Phone: (603) 472-4893; Fax: (603) 472-4894

events@eventsyourwaynh.com

**Northern New England CAP Conference
Wednesday May 13 – Friday May 15, 2009
Mount Washington Resort at Bretton Woods**

“RENEWAL – Keeping the Hope Alive”

Conference Registration Form

Please complete one form per attendee

Tuesday May 12 – 9 Hole Scramble Golf Tournament; Tee Time @ 2:00 p.m. Pay at club house

May 13 - 15, 2009

3 Days – Wednesday, Thursday & Friday \$200.00

Registration Includes: 3 Breakfasts, 2 Lunches,
2 Dinners. Training Sessions & Conference Material

Wednesday Only – May 13, 2009 \$100.00

Includes: Breakfast, Lunch, & Dinner.
Training Sessions & Conference Material

Thursday Only - May 14, 2009 \$100.00

Includes: Breakfast, Lunch & Dinner.
Training Sessions & Conference Material

Friday Only – May 15, 2009 \$25.00

Includes: Breakfast, Training Sessions &
Conference Material

Total Due \$ _____

Vegetarian

Food Allergies – specify: _____

Name _____

Business _____

Address _____

City _____

State _____

Zip _____

Phone _____

Email: _____

Conference registrations are **non-refundable**.

Please make checks payable to: **Northern NE Community Action Conference - NNECAC**

Deadline to register: Friday March 20, 2009

Return completed forms and payment to:

Fax forms to: (603) 472-4894

Mail forms to: Nancy Kilbride
Events Your Way, LLC
7 Elk Drive
Bedford, New Hampshire 03110

Questions: contact Events Your Way @ phone: (603) 472-4893 or Email: events@eventsyourwaynh.com

FAX: (603) 472-4894

Name:

Agency:

Workshop Pre-Registration: In order to provide the presenters with an accurate number of attendees at their workshop(s) and provide adequate seating at each workshop, please check off one workshop per time slot on the day(s) you are attending. Return completed form with conference registration form per instructions. First come, first served basis.

Wednesday May 13

- 10:15 a.m.** How is a Non-profit to Survive in These Times of Decreasing Revenues
 The Power of Your Influence

- 2:30 p.m.** CAP 101 Maine
 CAP 101 Vermont
 CAP 101 New Hampshire
 Bonnie CLAC's Presentation
 Tricky, Painful, Difficult Conversations
 New Employee Orientation: The Importance of a Positive On-Boarding Experience

Thursday May 14

- 9:00 a.m.** Risk Management and Assessment – What Managers Need to Know
 Putting the Pieces Together
 Credit Building is Asset Building
 Ethical Decision Making
 Poverty Simulation I
 Using Behaviorally Based Interviewing as an Interviewing and Selection Tool Session I

- 10:45 a.m.** Using Behaviorally Based Interviewing as an Interviewing and Selection Tool Session II
 The New 990 – Are You Ready?
 All Work and No Play – The Perfect Antidote
 Education IDA's
 Taming a Bear Market, Riding a Bull Market, What is so Important About Long Term Investing
 Poverty Simulation II

- 2:45 p.m.** All Work and No Play – The Perfect Antidote
 Assessing Your Skills and Abilities
 Bridges Out of Poverty
 Alternative Home Heating Systems
 Birth Order: How Your Place in the Family Affects Your View of the World
 Wiggle While You Work

Friday May 15

- 9:00 a.m.** Wiggle While You Works (repeat)
 LIHEAP 2009: How We Survived the Perfect Storm
 Roundtable - Weatherization
 Roundtable – Fiscal
 Roundtable - IT

Questions: contact Events Your Way @ phone: (603) 472-4893 or Email: events@eventsyourwaynh.com

FAX: (603) 472-4894