

# Registration form

Important: For accurate registration, please print clearly (or type) and complete the entire form.

**FAX TO:** 202-606-1674

**OR MAIL TO:**

Shanean McQueen  
U.S. Office of Personnel Management  
1900 E Street, N.W., Room 2469  
Washington, D.C. 20415

**PHONE:** 202-606-1272, **EMAIL:** sjmcquee@opm.gov



**Last Name** \_\_\_\_\_

**First Name** \_\_\_\_\_

Preferred First Name for Name Badge \_\_\_\_\_

Department/Agency \_\_\_\_\_

Organization \_\_\_\_\_

Job Title, Series and Grade \_\_\_\_\_

**Mailing Address:**

Street \_\_\_\_\_ Room/Suite No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ Ext. \_\_\_\_\_ Business Fax ( ) \_\_\_\_\_

**Payment Method:**

You may pay by credit card, training form, or purchase order. Please mark the payment method and complete information noted below:  
(Note: The appropriate training form must also be included with your registration.)

\_\_\_\_\_ VISA, MasterCard, or Purchase Card (Government VISA) \_\_\_\_\_ Training Form \_\_\_\_\_ Purchase Order  
(Please attach a copy of your approved purchase order.)

**Please Note:** If you are paying by credit card, no other form is required. If you are paying by training form, fax or mail an approved training form to Ms. McQueen along with the registration form. The "Training Source" and /or "Vendor" is OPM.

**Authorized Card Holder Information:**

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name as Appears on Card \_\_\_\_\_

Telephone Number of Account Holder ( ) \_\_\_\_\_

**Cost** – \$250

Seating is limited. Registration is first-come, first-served. Register early to assure your space!

**Cancellation** – The cancellation deadline is January 9, 2002. Cancellations received after that date will be billed. All cancellations must be made in writing. Substitutions will be accepted.

**Lodging** – The conference will be at the Marriott Fisherman's Wharf Hotel, 1250 Columbus Avenue, San Francisco, California. Reserve rooms by calling 1-800-525-0956 or 415-775-7555. Rooms are available at the Government rate of \$159. Mention the OPM Conference when calling. The deadline for reservations is DECEMBER 15, 2001.