

REGISTRATION AND ACCOMMODATION INFORMATION FOR NON-NEIGHBORWORKS ORGANIZATIONS, PHILADELPHIA, PA

Pre-event Registration

Submit the registration form by the early raffle deadline of June 26, 2017 or by no later than July 24, 2017. After this date, participants wishing to take courses at this event must wait to enroll during the onsite registration. To register for courses, locate the classes you wish to take and indicate your first and second choices for each day on the registration form. Use both course letters and numbers. Also, list the tuition for each first choice course only. Complete the registration form and mail or fax it to NeighborWorks America. Register early; classes fill up quickly, and we cannot guarantee onsite or late registrants the classes of their choice. We recommend you do not confirm your travel and accommodations until you receive confirmation of your enrollment in selected courses.

Online Registration

Instead of mailing or faxing a registration form, consider signing up through our online registration system. Participants choosing to use the online system will be able to access their online transcript history, update profile information, streamline payment transactions and make course registration changes. Access the online registration tool at NeighborWorks.org/onlinereg. As a first time user to this online tool, you will need to create a user profile before registering.

Onsite Registration

Onsite registration opens on August 13, 2017 at 3 p.m. Check daily hours of operation onsite. All participants must stop by the onsite registration to pick up their registration packets before attending courses. Your packet will have the most updated information about courses, locations and events.

Payment Policy

Institute courses and symposia are individually priced. Tuition fee include courses, materials and site visits (where applicable), afternoon workshops, networking opportunities, light daily continental breakfast and refreshments. Payment is due with your registration form and may be made by check, Visa, MasterCard or American Express.

If your organization requires a purchase order, we will bill you and hold your registration form until July 24, to allow for receipt of payment. All tuition and registration payments must be received in full before obtaining a confirmation packet prior to the event.

Refund/Cancellation Policy

Notice of cancellation must be received by July 24, 2017 to receive a full tuition refund. If cancellation notice is received after July 24, 2017 and up to 5 days before the start of the event, NeighborWorks America will assess a \$150 cancellation fee and provide a tuition credit voucher for the balance. The credit voucher expires if not used within one year of issuance. If a cancellation notice is received less than five business days prior to the event, or if you do not complete your coursework, no refund or credit voucher will be issued. NeighborWorks America reserves the right to cancel any course at any time. If your course is canceled, you may choose another course or request a tuition refund. Other than refunding your tuition in the event that the course you chose is cancelled, NeighborWorks America is not liable to you for any other damages, including, without limitation, any obligation to provide a refund for any travel and/or lodging costs associated with attending any NeighborWorks event or other direct, indirect or consequential damages.

Pay full price for a week of training for two people in your organization – minimum \$1,150 per person – and you can bring a third learner from your organization for free. There are no course restrictions but all three learners must be from the same organization.

1. Register learners online at NeighborWorks.org/onlinereg, and then call us at (800) 438-5547 to have the fee waived for your free learner.
2. Fill out the registration form in this brochure, or available online at www.neighborworks.org/training, and fax all three together to us at (800) 834-3758. Be sure to include credit card information for the two paid learners, and write "FREE OFFER" in the payment section of your third learner.



Substitution Policy

Substitution requests will be accepted up to July 14, 2017, and requests are subject to course(s) availability.

Scholarships

Limited scholarship assistance may be available to staff, board members and volunteers of nonprofit organizations. To see a list of available scholarships for this event, visit NeighborWorks.org/scholarships. Applicants may not apply for more than one scholarship program at a time and organizations should not submit more than two scholarship applications per event. If you are awarded a scholarship and fail to cancel it or are a no-show to the event, your scholarship eligibility may be revoked for a period of 12 months. Scholarships are not transferable.

Accommodations

The following hotels will host the NeighborWorks Training Institute:

Philadelphia Marriott Downtown

1201 Market Street
Philadelphia, PA 19107
(215) 625-2900
<https://aws.passkey.com/go/NeighborWorksNTI>
and the code is "NeighborWorks/NTI"
Hotel rates: \$152 Single or Double Occupancy

Loews Philadelphia Hotel

1200 Market Street
Philadelphia, PA 19107
(215) 627-1200
<https://aws.passkey.com/e/49143417>
and the code is "NeighborWorks"
Hotel rates: \$152 Single or Double Occupancy

Courtyard Philadelphia Downtown

21 North Juniper Street
Philadelphia, PA 19107
(215) 496-3200
www.marriott.com/hotels/travel/phldc-courtyard-philadelphia-downtown
Hotel rate: \$152 Single or Double Occupancy

Quoted hotel rates are subject to change.

A number of sleeping rooms are available for institute participants on a first-come, first-served basis at the special rate plus an additional percentage for city, county and lodging tax. Review your registration confirmation for specific details about your registration and course locations. Call the hotel directly to make your hotel reservations by July 24 and be sure to ask for the "NeighborWorksNTI" rate. There are many fraudulent companies who may contact institute participants and represent themselves as a "housing bureau" or something of the like, and may ask for credit card numbers. These companies are NOT authorized by us!

Special Needs

If you have special needs addressed by the Americans with Disabilities Act, notify us at least one month prior to the event.

Attendance and Certificate Policy

Courses start promptly and conclude on time, except for Friday, when courses end at 2:30 p.m. Certificates of completion are awarded only to participants who attend and complete 100% of the course.

Photo, Audio and Video Recording Releases

By entering the event premises, you consent to interview(s), photography, audio recording, video recording and its/their release, publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, or any other purpose by NeighborWorks America and its affiliates and representatives. You waive all rights you may have to any claims for payment or royalties in connection with any exhibition, streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged. You also waive any right to inspect or approve any photo, video, or audio recording taken by NeighborWorks America or the person or entity designated to do so by NeighborWorks America. You release NeighborWorks America, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication of interviews, photographs, computer images, video and/or or sound recordings.

CUSTOMER SERVICE

Call: (800) 438-5547

Fax: (800) 834-3758

Email: nti@nw.org

**Online Registration available –
NeighborWorks.org/onlinereg**

Register by June 26 and you'll be included in a raffle to win a Kindle*.

*may not be exchanged for tuition credit or monetary value.