

# 2014 T&T NGO PROFESSIONALS CONFERENCE REGISTRATION FORM

Wednesday & Thursday, May 14<sup>th</sup>-15<sup>th</sup>, 2014

Hyatt Regency Trinidad

#1 Wrightson Road, Port-of-Spain, Trinidad

Registration Fee: \$300 TTD per person



Please complete & return this form with a cheque in TT\$ payable to our registration partner:

United Way Trinidad & Tobago  
Nealco Properties Building  
61-63 Edward Street  
Port-of-Spain, Trinidad

Tel: (868) 625-8286/9054 Tel/Fax:(868) 625-9054

## CONFERENCE REGISTRATION INSTRUCTIONS

- Complete the form and return it to the United Way by mail, fax or in person to reserve your registration spot.
- Make payment (payable to the United Way Trinidad & Tobago) for your registration by **April 30<sup>th</sup>** to the United Way. Payment cannot be made onsite at the conference.
- If your payment is not received by the deadline, you will lose your registration status.

**REGISTRATION INFORMATION:** The 2014 T&T NGO Professionals Conference registration fee includes seminar workshops, daily coffee breaks and entry to the JB Fernandes Award for NGO Excellence luncheon and award ceremony. **Registration is by person and there's a limit of TWO representatives per organisation. THERE WILL BE NO ON-SITE REGISTRATION.** You must register in advance for the conference and payment must be received by **April 30, 2014.**

Name of Attendee:		Email <a href="mailto:ttngoconference@iie.org">ttngoconference@iie.org</a> if you have dietary restrictions.	
Organisation:			
Title of Attendee:			
Organization Address:			
City/Town/Village:		Region: _____ <input type="checkbox"/> Trinidad <input type="checkbox"/> Tobago	
Phone:		Fax:	Email:
Organization Website URL:			
Organization Social Media URL:		Facebook URL: _____ Twitter URL: _____	
Has your NGO attended previous T&T NGO Professionals events? <i>(Please check all that apply.)</i>		<input type="checkbox"/> 2014 Tobago Forum <input type="checkbox"/> 2013 T&T NGO Professionals Seminar <input type="checkbox"/> 2012 T&T NGO Professionals Conference <input type="checkbox"/> First Time Attendee	
How did you hear about the 2014 Conference? <i>(Please check all that apply.)</i>		<input type="checkbox"/> Save the Date Email <input type="checkbox"/> 2014 Tobago Forum <input type="checkbox"/> Another NGO _____ <input type="checkbox"/> Facebook <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other _____ <input type="checkbox"/> Twitter <input type="checkbox"/> Newspaper Article <input type="checkbox"/> JB Fernandes Memorial Trust	
Organization's Area(s) of Work: (e.g., environment, youth & families, health, human rights, arts & culture, education, housing, etc.)		Year Established: _____ Total # of Employees: _____ Total # of Board Members: _____ Total # of Annual Volunteers: _____	
Describe your organization's work in two sentences:			
List the area(s) of non-profit management that are strengths for your organization: (e.g., fund development, volunteer mgmt., communications, financial management, social media, etc.)			

Questions? Contact us at Tel: (868) 625-8286/9054 Tel/Fax: (868) 625-9054 Email: [ttngoconference@iie.org](mailto:ttngoconference@iie.org).

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