

# 2018 NE NAHRO Fall Conference Registration Form

**SEPTEMBER 18-20, 2018**  
**Younes Convention Center**  
**416 W Talmadge Rd, Kearney, NE 68845**  
**308-234-2212**



<u>NAME</u>	<u>TITLE</u>
<u>AGENCY</u>	<u>PHONE</u>
<u>ADDRESS</u>	<u>FAX#</u>
<u>CITY, ST ZIP</u>	<u>EMAIL</u>

**Copy this form for each additional registration. A separate form is required for each person.**

### CONFERENCE SESSIONS REGISTRATION FEES:

EARLY BIRD—POSTMARK by JULY 31	ALL DAYS	DAILY	AMOUNT PAID
NE NAHRO Agency / Affiliate / Blanket Paid Member	\$225	\$150	\$ _____
Non-Member	\$300	\$200	\$ _____
<b>REGULAR—POSTMARK AUGUST 1—31</b>			
NE NAHRO Agency / Affiliate Paid Member (only)	\$275	\$225	\$ _____
Non-Member	\$375	\$275	\$ _____
<b>LATE—POSTMARK SEPTEMBER 1-18</b>			
NE NAHRO Agency / Affiliate / Blanket Paid Member (only)	\$325	\$250	\$ _____
Non-Member	\$425	\$325	\$ _____
<b>ON SITE—SEPTEMBER 18-20, 2018</b>			
NE NAHRO Agency / Affiliate Paid Member (only)	\$350	\$275	\$ _____
Non-Member	\$450	\$375	\$ _____

### SPECIAL TRAINING OPPORTUNITIES AND FEES:

<b>New Executive Director Training</b> - Tuesday, Sept. 18th from 9:00pm—5:00 pm	\$ _____
\$115.00      Fee includes meal and breaks	
If attending conference, must also pay conference fee	
<b>Commissioners Fundamentals</b> – Tuesday, Sept. 18th from 1:00pm– 5:00 pm & Wednesday, Sept 19th 8:30 am—4:45 pm	\$ _____
NE NAHRO Membership \$250	
Non-Member \$350	Fee includes meals and breaks
<b>Commissioners Ethics</b> – Thursday, Sept. 20th from 8:30 am – 4:00pm	\$ _____
NE NAHRO Membership \$200	
Non-Member \$300	Fee includes meal and breaks

**If you have a guest in attendance with you—You MUST purchase additional meal tickets in advance.**

ADDITIONAL MEAL TICKETS: Lunch @ \$25.00 # \_\_\_\_\_  
Banquet @ \$25.00 # \_\_\_\_\_ \$ \_\_\_\_\_

**Total Amount (Include Payment with Registration ) \$ \_\_\_\_\_**

**STOP—Your registration is not complete—Please read & complete  
Bottom of Page 2 and Page 3\*\*\***

Though your meals and breaks are included with your registration, it is important for NE NAHRO to have an accurate count for meal purposes. Please indicate which meals you are attending by checking the appropriate box(es) below.

Please provide me a meal for the following events:  
*(please do not reserve meals unless you plan on attending).*

\_\_\_\_\_ Kearney Housing Authority & Mona Art Museum Tour (The permanent collection contains over 6,000 works by artists of regional, national, and international importance. MONA is housed in a 1911 building listed on the National Register of Historic Places.)  
—Tuesday, September 18th leaving hotel at 3:00 p.m. (Transportation will be provided from the hotel)

\_\_\_\_\_ Welcome Reception— Tuesday evening, September 19th 5:00 p.m.—7:00 p.m.

\_\_\_\_\_ Vendor Luncheon—Wednesday, September 19th  
Special Dietary Options: \_\_\_\_\_ Chef's Choice Vegetarian \_\_\_\_\_ Chef's Choice Gluten Free

\_\_\_\_\_ Awards Banquet & Entertainment—Wednesday, September 19th  
Special Dietary Options: \_\_\_\_\_ Chef's Choice Vegetarian \_\_\_\_\_ Chef's Choice Gluten Free

\_\_\_\_\_ Annual Meeting & Luncheon—Thursday, September 20th  
Special Dietary Options: \_\_\_\_\_ Chef's Choice Vegetarian \_\_\_\_\_ Chef's Choice Gluten Free

**Complete this form in full and return with payment to:  
Make Checks payable to: NE Chapter of NAHRO  
Heather Looper, State Service Officer  
6223 Princess Margaret Drive  
Lincoln NE 68516  
(402) 435-0941**

**For Questions about the conference please call: Conference Chair:  
Carrie Hardage (308) 234-3000 [director@khaweb.com](mailto:director@khaweb.com)**

## MOTEL RESERVATIONS AND INFORMATION

Room Reservations must be made directly with the hotel.  
There is a map below to show the locations of the hotels that have a block of rooms for our conference.

**LaQuinta Inn/Wingate (308) 237-4400**

**Fairfield Inn (308) 236-4200**

**Comfort Inn (308) 236-3400**

Attendees must request the NE Chapter of NAHRO room block and reservations must be made by **August 19, 2018** to receive the group rate of **\$93.00 per night** . **Room rate includes hot breakfast.**

## SILENT AUCTION (SCHOLARSHIP FUNDRAISER)

**YES** \_\_\_\_\_ My agency will provide a Silent Auction item \$25+ value– *Please complete attached (pg. 4) form to describe item donated. Attach this form to donated item & bring to conference.*

**NO** \_\_\_\_\_ My agency will not provide a Silent Auction Item

## REFUND POLICY (see attached refund policy page 3)

- Cancellations must be in writing and postmarked by September 3, 2018 to receive a full refund.
- Cancellations received in writing and postmarked after September 3, 2018 and before September 18, 2018 will receive a refund based on costs incurred by NE NAHRO plus a \$25 processing fee.
- NO refunds after September 18, 2018 except 50% for death/hospitalization in the immediate family.



## NE NAHRO REFUND POLICY

The following policy will be followed for all Nebraska NAHRO sponsored Training and Conference Registrations. Payment is required upon registration. Registration fee does not include hotel, accommodations or travel costs. Any meals included in the registration fee shall be so stated on the Registration Forms. Checks should be made payable to NE NAHRO and mailed to the State Service Officer.

### I. FULL REFUND:

NE NAHRO reserves the right to cancel, reschedule or change the location of any Training, Workshop or Conference at any time. If cancellation occurs, NE NAHRO will credit the full amount toward another NE NAHRO sponsored Training, Workshop or Conference held within a one year period following the cancellation or provide the registrant a full refund at his/her option.

Cancellation and Request for Refund by registrant must be in writing and postmarked, emailed or faxed with time/date fifteen ( 15) days prior to scheduled training or conference and received by the State Service Officer.

An Agency may substitute another employee at any time rather than cancel the registration and pay the cancellation fee.

### 2. PARTIAL REFUND:

Cancellation or Request for Refund by registrant NOT postmarked, emailed or faxed with time/date fifteen (15) days prior to training or conference but received by the State Service Officer prior to the training or conference start date will receive a refund less a cancellation fee of:

The actual cost to NE NAHRO for materials and non-refundable expenses incurred by NE NAHRO, plus a \$25.00 processing fee.

If the registrant does not attend the training because of death or hospitalization of participant or immediate family member, they are eligible for refund of 50% of the registration fee upon written request to the State Service Officer within 15 days after the conference opening date.

In such cases a request for a 50% refund must be submitted in writing from the participant's organization and must be received by the State Service Officer within fifteen (15) days after the start of the training.

### 3. NO REFUND

Registrants who do not cancel in writing and who do not attend are still responsible for the entire registration fee. Paid registrants are entitled to training materials (if applicable) but NO refund.

### 4. REFUND POLICY:

All Nebraska NAHRO training and/or conference registration forms must state the Refund Policy using applicable dates and amounts.

### 5. TRAINING REGISTRATION FEE FORMULA:

The formula below is used for all Nebraska NAHRO Sponsored Training.

Nebraska NAHRO offers a Member and Non-Member Registration Fee schedule established to cover training fees, materials, hotel costs, meals, etc.. plus a reasonable profit margin to meet budget needs of NE NAHRO.

6. TRAINING MATERIALS: If there are unused training materials or manuals after a Training or Conference has been held, requests may be submitted to the State Service Officer for purchase of those materials by members or non-members. Cost of the training materials will be figured on a formula of:

Actual Material Costs  
Plus \$20.00 Handling Charge

*Revised and approved by NE NAHRO Board 6/11/2010.*

Please Complete If you are donating Silent Auction Item with a value of \$25.00 or more. Attach the card below to item donated for Silent Auction.  
Thank you for supporting NE NAHRO Scholarship Fund.

**SILENT AUCTION ITEM**

Donated By: \_\_\_\_\_

Description of Item: \_\_\_\_\_

\_\_\_\_\_

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*Here are a few of the Sessions we are working on for the  
2018 Fall NE NAHRO Conference*

**Younes Convention Center  
416 W Talmadge Rd, Kearney, NE 68845**

*Tues, Sept. 18th—Conference runs 9:00am –5:00pm,  
Registration– 3:00pm—5:00pm*

*Kearney Housing Authority & Mona Art Museum Tour—3:00pm  
Tuesday Welcome Reception– 5:00pm—7:00pm*

*Wed. Sept. 19th– Conference runs 8:30am –4:45pm,  
Banquet & Entertainment 6:00pm-?*

*Thur. Sept. 20th— Conference runs from 8:30am—4:00pm*

- New Executive Director (ED) Training - September 18th
- Commissioner Fundamentals - Sept 18th and 19th
- Commissioners Ethics - Sept 20th
- Eric Oberdorfer—National NAHRO
- Audits - How to prepare for Audit Throughout the Year
- Interviewing/Fraud Prevention
- Davis Bacon
- Landlord Panel
- Self Defense
- Supportive Services Panel
- HCV Chit Chat Room (Roundtable)
- Section 3
- EIV, SAVE/INS
- EPIC
- What to Share at Board Meetings - Moch Board Meetings
- Project Based Vouchers
- Evictions
- Moving To Work
- Mock Trial
- Identifying Drugs

*The planning committee continues to work on  
bringing you a conference jammed packed  
with educational sessions and up to date infor-  
mation all the while having some fun in the  
process. Please join us!*

Conference Chair:  
Carrie Hardage

