

REGISTRATION FORM

**INFORMATION TECHNOLOGY MANAGERS' MEETING
OCTOBER 19 - 20, 2005**

MEETING LOCATION: **USDA BUILDING
6501 BEACON DRIVE
KANSAS CITY, MISSOURI**

HOTEL LOCATION: **SHERATON SUITES HOTEL
700 WEST 47TH STREET
KANSAS CITY, MISSOURI
816-931-4400 (Hotel Direct), 888-627-7043**

(Reservations)

Company Name: _____

Company Address: _____

Company Numbers: Phone: _____ Fax: _____

E-Mail Address: _____

**PARTICIPANT INFORMATION
(Please Print)**

Participant's Name	Accounting Breakout	Any Special Accommodations for the Meeting

Please indicate if participant(s) will be attending the accounting breakout session

***** Please submit one registration form per office listing all participants.*****

**Please fax or e-mail to Velerie Eddleman by September 22, 2005.
Training Center Fax Number: (816) 926-1825
E-mail your response to: velerie.eddleman@kcc.usda.gov**

INFORMATION TECHNOLOGY MANAGERS' MEETING

DATE: Wednesday, October 19 8:30 a.m. to 4:30 p.m.
Thursday, October 20 8:30 a.m. to 4:00 p.m.

MEETING LOCATION: USDA Building
6501 Beacon Drive
Kansas City, Missouri

You will be required to show a government picture i.d. (driver's license or passport) for entrance to the USDA building.

HOTEL RESERVATIONS: A block of sleeping rooms has been reserved for this meeting at the Sheraton Suites Hotel.

Reservations need to be made by individual call-in to the hotel. (RMA will not be submitting a rooming list.)

Please contact the hotel directly at 888-627-7043 to make your reservation by September 22, 2005. Ask to be included in the "RMA Block" to receive the conference rate.

MEETING REGISTRATION: Even though RMA is not submitting a rooming list to the hotel, all participants need to register for the meeting by submitting the attached form by September 22, 2005. Please fax the registration form to 816-926-1825 or e-mail it to Velerie Eddleman at velerie.eddleman@kcc.usda.gov .

SLEEPING ROOM RATE: \$98.00 plus tax
The hotel does provide coffee makers, hair dryers, irons, and ironing boards. There is an indoor pool and a restaurant on-site.

GROUND TRANSPORTATION: The KCI Shuttle provides transportation to the Sheraton Suites Hotel for \$16.00 each way. You can purchase a ticket in any airport baggage claim area.

REGISTRATION FORM

**eWA Requirements Meeting
October 18, 2005**

**MEETING LOCATION: USDA BUILDING
6501 BEACON DRIVE
KANSAS CITY, MISSOURI**

**HOTEL LOCATION: SHERATON SUITES HOTEL
700 WEST 47TH STREET
KANSAS CITY, MISSOURI
816-931-4400 (Hotel Direct), 888-627-7043**

(Reservations)

Company Name: _____

Company Address: _____

Company Numbers: Phone: _____ **Fax:** _____

E-Mail Address: _____

**PARTICIPANT INFORMATION
(Please Print)**

Participant's Name	IT Session	Accounting Session	Any Special Accommodations for the Meeting

Please indicate if participant(s) will be attending one or both requirements sessions

***** Please submit one registration form per office listing all participants.*****

Please fax or e-mail to Velerie Eddleman by September 22, 2005.

Training Center Fax Number: (816) 926-1825

E-mail your response to: velerie.eddleman@kcc.usda.gov

eWA Requirements MEETING

DATE: Tuesday, October 18 IT 10:00 a.m. to 3:00 p.m.
Accounting 3:00 to 4:30 p.m.

MEETING LOCATION: USDA Building
6501 Beacon Drive
Kansas City, Missouri

You will be required to show a government picture i.d. (driver's license or passport) for entrance to the USDA building.

HOTEL RESERVATIONS: A block of sleeping rooms has been reserved for this meeting at the Sheraton Suites Hotel.

Reservations need to be made by individual call-in to the hotel. (RMA will not be submitting a rooming list.)

Please contact the hotel directly at 888-627-7043 to make your reservation by September 22, 2005. Ask to be included in the "USDA RMA IT Managers" room block to receive the conference rate.

SLEEPING ROOM RATE: \$98.00 plus tax

The hotel does provide coffee makers, hair dryers, irons, and ironing boards. There is an indoor pool and a restaurant on-site.

MEETING REGISTRATION: Even though RMA is not submitting a rooming list to the hotel, all participants need to register for the meeting by submitting the attached form by September 22, 2005. Please fax the registration to Velerie Eddleman at 816-926-1825 or e-mail it to her at velerie.eddleman@kcc.usda.gov.

GROUND TRANSPORTATION: The KCI Shuttle provides transportation to the Sheraton Suites Hotel for \$16.00 each way. You can purchase a ticket in any airport baggage claim area.