MEETING REGISTRATION FORM

eWA, COMBO, and CIMS MEETING   MAY 9, 2006
INFORMATION TECHNOLOGY MANAGERS' MEETING   MAY 10 - 11, 2006
QUALITY CONTROL REPORTING MEETING   MAY 11, 2006

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)
Please mark all meetings you will be attending.

Participant's Name	eWA, Combo and CIMS	I.T. Managers' Mtg.	Quality Control Reporting	Special Accommodations

*** Please submit one registration form per office listing all participants***
Please fax or e-mail to Velerie Eddleman by April 19, 2006.
Training Center Fax Number: (816) 926-1825
E-mail your response to: velerie.eddleman@kcc.usda.gov

RISK MANAGEMENT AGENCY SPRING MEETINGS

DATE: May 9   eWA, Combo, and CIMS Update   8:30 a.m. to 5:00 p.m.
                     May 10   I.T. Managers' Meeting   8:30 a.m. to 5:00 p.m.
                     May 11   I.T. Managers' Meeting (continued)   8:30 a.m. to 10 a.m.
                                     Quality Control Reporting   10 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 April 19, 2006. Ask to be included in the "RMA Meeting - USDA" room 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 meetings by submitting the attached form by April 19, 2006. Please fax the registration to 816-926-1825 or e-mail it to Velerie Eddleman at velerie.eddleman@kcc.usda.gov .

SLEEPING ROOM RATE: $91.00 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 $17.00 each way. You can purchase a ticket in any airport baggage claim area.