



USDA & USAID International Food Aid Conference

REGISTRATION INFORMATION

Registration is a three-step process:

Step 1. Register to attend the conference.

Registration Fee

All attendees must register in order to attend the conference. Pre-event registration is greatly appreciated. It allows us to maintain an accurate account of attendance for food service and seating capacity.

- The registration fee is US\$300.00 per person if received by March 23, 2009.
- The registration fee is US\$350.00 per person if received after March 23, 2009.
- The registration fee is US\$350.00 if made at the conference.
- No refund of registration fees will be made. However, substitutions will be accepted.

Pre-Event Payment Options

- Online Visa and Mastercard. Follow the instructions on the Registration Form Confirmation page that appears after you click “submit.”
- Check or money order drawn on a U.S. bank and payable to IFAC. Include the name of the organization and each attendee with the payment. Mail the payment to:
USDA/FSA/KCCO – Mail Stop 8698
Attn: Ms. Danette McClellan
P.O. Box 419205
Kansas City, MO 64141-6205

At-Event Payment Options

- Cash
- Visa and Mastercard
- Check and money order drawn on a U.S. bank and payable to IFAC.

Contacts for Comments and Questions

- E-mail: ifac@kcc.usda.gov
- Danette McClellan, telephone 816-926-6301



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Step 2. Click “submit” at the bottom of the page to finalize your registration.

Click [Here](#) to Register

Step 3. Make hotel reservations and obtain hotel confirmation number. A block of rooms has been reserved at the Westin Crown Center Hotel. The room rate of US\$107.00 (government per diem rate) is guaranteed through March 16, 2009. Click [here](#) to make hotel reservations.

Room block name: International Food Aid Conference.

If you make hotel reservations by telephone or online, and not the IFAC website link to the hotels, identify that you are attending the International Food Aid Conference so that the discounted hotel rate will be given.

Deadlines

March 16, 2009 is the deadline for...

- Securing the discounted hotel rate of US\$107.00/night. After this date, the rate is based upon availability.

March 23, 2009 is the deadline for...

- Registration for the conference to obtain the discounted fee of US\$300.00.
- Applications for Exhibit tables.

After March 23, 2009...

- The conference registration fee is US\$350.00.
- Online conference registration will continue but a registrant’s name and contact information will not be included in the conference binder given to each participant.
- Hotel rooms at the Westin Crown Center Hotel will be based on availability and may be offered at a higher rate.