

U.S. Fish and Wildlife Service  
National Conservation Training Center  
Information Technology and Registrar (ITR)  
698 Conservation Way  
Shepherdstown, WV 25443  
Phone: 304-876-7220 Fax: 304-876-7260  
Website: [training.fws.gov](http://training.fws.gov)  
Email: [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov)

Office Use Only  
Facilities Approved

## EVENT APPLICATION (Revised 09/07)

Please complete each section, including billing, and email to [NCTC\\_Registrar@fws.gov](mailto:NCTC_Registrar@fws.gov) or fax to 304-876-7260. **We are unable to process incomplete applications. Applications may not be accepted less than 30 days prior to an event.** If the requested information does not apply to your event, please mark that section as N/A.

### 1. Event Information

Current Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Sponsoring Agency/Org: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Backup Coordinator: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Agenda (Please provide separately a thorough, day-to-day agenda)

Check-in Date: \_\_\_\_\_ **Check-in time is between 1 pm & 9 pm, checkout time is until 12pm.**

Event Start Date: \_\_\_\_\_ Daily Start/End Times: \_\_\_\_\_ to \_\_\_\_\_

Event End Date: \_\_\_\_\_ Time Event Starts on First Day: \_\_\_\_\_

Checkout Date: \_\_\_\_\_ Time Event Ends on Last Day: \_\_\_\_\_

### 3. Participants (Please provide separately a list of participant names and affiliation)

Number of Requested Onsite Lodging Rooms: \_\_\_\_\_ Total Participants Expected: \_\_\_\_\_  
**(Please include your instructors and facilitators in your requested room block.)**

Number of Participants Staying Offsite: \_\_\_\_\_ Number of Participants Commuting: \_\_\_\_\_  
**(Offsite lodging, directions, and maps may be obtained from our website at [training.fws.gov/services.html](http://training.fws.gov/services.html))**

### 4. Break/Meal Schedule

**Breakfast** is served from 6:30-8:30 am

**Lunch Break: (between 11:30 am - 1:00 pm)** \_\_\_\_\_ please note time

**Dinner** is served from 5:30-7:00 pm

**Break Service:** Break service is provided as part of your facility rental (Auditorium Excluded) (Check one each for morning and afternoon.)

**Morning Breaks:** \_\_\_ 9:30-10:00 OR \_\_\_ 10:00-10:30 **Afternoon Breaks:** \_\_\_ 2:00-2:30 OR \_\_\_ 2:30-3:00

**Break Services** served outside scheduled times will be assessed a \$50.00 charge per break.

**Break Services** served in locations other than standard break stations are assessed \$2.50 per person/per break.

## 5. Meals and Lodging

Participants who lodge onsite must participate in the NCTC Meal Plan that begins with dinner on the day of check-in and ends with lunch on the day of checkout. Guests who lodge offsite or commute may elect to take their meals a la carte or purchase a lunch pass. **Offsite groups of 25 or more MUST make arrangements in advance to purchase lunch passes.** Credit for missed meals is not given. Late arrivals and early departures may be accommodated with advance notice. (Note: Rates subject to change without prior notification.)

### Meal & Lodging Package Rates for Onsite Participants:

FWS - \$109.00/person/day      BLM/NPS Partners - \$109.00/person/day      All Others - \$119.00/person/day

### Lunch for Offsite & Commuter Participants:

# \_\_\_\_ People for # \_\_\_\_ Days

Do you require a bagged meal? \_\_\_ Yes \_\_\_ No

(If Yes, please submit Bag Breakfast and Lunch Order Form *no later than 72 hours in advance.*)

## 6. Catering (Please see the NCTC Catering Guide and Order Form for prices and policies)

Will you be requesting special catering such as socials, dinners, or picnics? \_\_\_ Yes \_\_\_ No

If yes, please submit Catering Order Form *no later than 14 days prior to the start of the event.*

## 7. Facility Rental

Please see below for standard amenities in each classroom. **Please note: "Other" setups may incur a \$100 set-up fee; the cost will be billed to the sponsoring agency/organization. Please provide a diagram for "Other" setup requests.** (Note: Rates subject to change.)

Facility	# of Days	One Day Rate (Rates as of 10/01/07)	Set Up (Check One)
24-Seat Class		\$580	Y, Theatre, Chevron, Standard, U-shape, Other
25-Seat Class		\$580	Rounds Only
36-Seat Class		\$665	Y, Theatre, Chevron, Standard, U-shape, Other
Tiered/U Shape 40-Seat Class		\$810	Tiered Only
45-Seat Class		\$765	Y, Theatre, Chevron, Standard, U-shape, Other
Tiered 60-Seat Class		\$880	Tiered Only
8-Seat Seminar		\$150	\$50.00 when accompanied by classroom rental
14-Seat Seminar		\$280	
16-Seat Seminar		\$290	
Computer Lab (109IE)		\$1,230	(Complete Computer Lab Request)
Computer Lab (G30IE/G24IE)		\$1,420	(Complete Computer Lab Request)
Aquatic Resources Lab (G21L)		\$970	(Complete Science Lab Request)
Biomedical Lab (121L)		\$1,020	(Complete Science Lab Request)
Biology Lab (218L)		\$780	(Complete Science Lab Request)
Gymnasium		\$100	
Challenge Course		\$550	plus \$85/person (Complete Challenge Course Request)
Auditorium (250-Seats) (half-day)		\$775	(Breaks billed separately \$2.50 per person/per break)
Auditorium (250-Seats) (full-day)		\$1,350	(Breaks billed separately \$2.50 per person/per break)

## 8. Logistical Setups/Services

### A Classroom Standard setup includes:

- Rectangular tables	- High-back student chairs	- Dry-erase whiteboard
- Overhead projector on stand	- Two easel flipcharts on stands	- TV/VHS/DVD w/Satellite
- Desktop computer connected to classroom projection system	- 1 Access point for Internet connectivity - please notify if add'l is required	- Computer-ready rear-screen video projection system
	- Instructor table	- Lectern

### A Seminar Room Standard setup includes:

- Oval table	- Dry erase whiteboard	- High-back student chairs
- One easel flipchart on stand	- Does not include AV equipment	

\*Event sponsors can be held fiscally responsible for any requested electronic equipment should it be damaged, lost or stolen.

\*The standard setup equipment use cost is covered in the facility rental fee.

\*If you require additional equipment or services beyond the standard setups described above, please check below.

Easel Charts (extra)	Class Photo (\$2 ea)	Video Conferencing (\$150/1 <sup>st</sup> hr, \$50/ea hour add'l)
Amplified Headset	Computer Disks (\$10/box)	Weekend/Eve AV Assist (\$50/hr)
Internet Access**	Security (\$45/hour/guard)	Staffed Registration Table (\$50/hr)
Audio Conferencing **	Coffee Break/Person @ Alt. Location (\$2.50 per person)	Late Afternoon Break @ 3pm or 3:30pm (\$50 per break)
*	Dining Hall Dividers/Meeting*	Bon Fire – (\$125.00 ea instance)
6'Registration Table(s)**	Check Location: Main Entry, Commons	
Display Table(s)**	Check Location: Main Entry, Commons, Instructional East, Instructional West	

\*\*Additional fees may be assessed.

## 9. Shuttle – Shuttle Services and fees are subject to change. Contact Hotel Reservations office for more info.

If you or your participants desire standard shuttle service, contact **Hotel Reservations** at 304-876-7900 or *no later than 14 days prior to the start of the event.*

Office hours are M-F, 8am-6pm. The fax number is 304-876-7910 and the TTY is 304-876-7201.

### Standard Shuttle Schedule:

#### Sunday or Monday Federal Holiday Arrivals:

- Depart Dulles at 1pm, arrive NCTC at 3pm
- Depart Dulles at 4pm, arrive NCTC at 6pm
- Depart Dulles at 7pm, arrive NCTC at 9pm

#### Friday Departures:

- Depart NCTC at 1:30pm, arrive Dulles at 3:30pm
- Depart NCTC at 4:30pm, arrive Dulles at 6:30pm

The one-time fee of \$70.00 secures a one-way or round-trip service and is payable upon checkout at the NCTC Front Desk.

Will your participants require use of a non standard shuttle? \_\_\_ Yes \_\_\_ No

**Mid-Week Non-Standard Shuttles/Field Trips/Special Bus Requests:** Special shuttles, field trips, etc. are arranged on a limited basis and only by special request provided they are billed to the sponsoring agency/organization. The fee is \$90/hour with a 4-hour minimum charge of (\$360.00). If you desire these services, contact the Registrar on 304-876-7220.

**Shuttle Cancellation Policy:** All participants, including FWS and partner employees, must cancel their shuttle reservations *no later than 48 hours prior to the start of the event.* Otherwise, the credit card used by the participant to guarantee their room reservation or the billing account of the sponsoring agency/organization will be debited for the full shuttle cost. (Note: Rates subject to change.)

## 10. Attire/Directions

The NCTC is a walking campus, so sturdy comfortable shoes are recommended. Maps/directions are provided upon request or can be accessed at <http://training.fws.gov/mapdir.html>

**11. Billing/Payment Method** **Event Code:**

Please note that the NCTC accepts payment from Federal and state agencies for facility rental and billed lodging costs **only** via Interagency Agreement, Purchase Order (PO), OPAC billing, FWS transfer, NCTC transfer, check or credit card. Other agencies/organizations must pay via check or credit card.

Our standard payment method requires your agency/organization to pay for facility rental costs only and participants to pay upon checkout for lodging, meals, shuttle and incidentals.

Will your agency/company pay for facility rental costs as *well as* selected participant expenses? \_\_\_Yes \_\_\_No  
Master Bill: \_\_\_meals/lodging \_\_\_offsite guest meals at NCTC \_\_\_shuttle \_\_\_incidentals

**Billing Method (check one):**

- Purchase Order (must receive 30 days PRIOR to start of event) TAX ID #: \_\_\_\_\_
- Interagency Agreement/OPAC Transfer-Agency Location Code: \_\_\_\_\_ Acct # \_\_\_\_\_
- FWS Transfer Acct #: \_\_\_\_\_
- NCTC Transfer Acct #: \_\_\_\_\_
- Charge to NCTC Division of Facilities Operations Acct **(Internal use only.)**
- Check
- Credit Card Cardholder Name: \_\_\_\_\_
- Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**MUST HAVE BILLING CONTACT TO PROCESS EVENT APPLICATION**

Billing Contact Name: \_\_\_\_\_  
 Address Line 1: \_\_\_\_\_  
 Address Line 2: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**12. NCTC Cancellation/Billing Policies**

**Event or Classroom/Facility Cancellation Policy:** NCTC must be notified in writing in cases where an entire contracted event is canceled. Clients, including FWS Service employees, who cancel their entire event, drop a significant portion of their lodging block, or drop classrooms, agree to pay lost facility rental revenue. Penalty fees are assessed between either the check-in or start date and the date of cancellation as follows:

4 weeks or less - **100%**

Classroom penalties are based on the classroom rental fee. A participant or organization may substitute another individual at any time to avoid a lodging cancellation penalty. Meals and Lodging penalties will be assessed at the full per diem rate.

**Guestroom Blocks:** An organization holds a reserved room block when onsite lodging rooms are contracted. **The Event Coordinator is responsible for submitting a final Participant List no later than thirty days prior to the start of the event to prevent becoming subject to loss of a room block.** A Participant List contains each attendee’s full name, affiliation, lodging designation (onsite, offsite, or commuter), lodging/attendance dates, and daily meal counts for offsite/commuter attendees. After the Participant List is submitted; individual participants, including instructors, facilitators, interpreters, and speakers, must call Hotel Reservations at 304-876-7900 to guarantee their room by credit card.

\_\_\_\_\_  
Event Coordinator Name (please print) Event Coordinator Title (please print)

\_\_\_\_\_  
Event Coordinator Signature\*\* Signature Date (M/D/YYYY)

**\*\*If sending electronically, your email is considered a valid authorization and understanding of the terms of this application.**