



38th Annual NACW Business Meeting and Convention



**Brown Hotel, Louisville, Kentucky
July 11-14, 2007**

Major Issues. Special Exhibits. Exceptional Women.

NACW Registration Booklet

Registration and Room Reservation Deadline June 9, 2007

Preliminary Agenda

WEDNESDAY, JULY 11TH

Noon – 7:00 p.m.

Convention Check-in and Credentials

Mezzanine

3:00 – 4:15 p.m.

NACW Pre-Convention Board Meeting

Broadway A

4:30 – 6:00 p.m.

Opening Session

NACW Business Meeting I

Crystal Ballroom

7:00 p.m.

Welcome to Louisville!

Opening Dinner and Program

Crystal Ballroom

THURSDAY, JULY 12TH

7:45 – 9:00 a.m.

Healthy Start Breakfast

Citigroup Financial Session

Bluegrass Room

8:00 – 11:45 a.m.

Convention Check-in and Credentials

Mezzanine

9:15 – 10:15 a.m.

Concurrent Session I

Broadway A, B, and C

10:30 – 11:30 a.m.

Concurrent Session II

Broadway A, B, and C

11:45 a.m.

Board Motor Coaches to Churchill Downs

Hotel Lower Level Lobby

12:00 – 5:00 p.m.

Lunch and NACW Business Meeting II

Churchill Downs

Tours

Kentucky Derby Museum

5:15 p.m. Return to the Brown Hotel---Dine in downtown Louisville & visit 4th Street Live!

FREE TIME

FRIDAY, JULY 13TH

8:00 - 9:00 a.m.

Convention Check-in and Credentials

Mezzanine

7:30 – 8:45 a.m.

Healthy Start Breakfast

NACW Healthy Bones Session

Bluegrass Room

9:00 – 11:00 a.m.

Executive Directors Exchange

TBD

Commissioners Exchange

TBD

9:00 a.m. – 3:45 p.m.

Attend the 2007 Governor's Conference on Kentucky's Women KY International Convention Center

Travel by way of the Brown Hotel shuttle (free – three blocks). Conference includes breakfast and lunch.

NACW attendees may also choose to spend a portion of their day discovering the variety of unique shops and museums located within the heart of downtown. Travel via the Trolley System (Main, Fourth and Market Streets for only 25 cents!!).

FRIDAY EVENING, JULY 13TH

The President's Night Out

Belle of Louisville

NACW MEMBERS and their Guests

Dinner Cruise and Entertainment

SATURDAY, JULY 14TH

8:15 – 8:30 a.m.

Convention Check-in/Credentials

Mezzanine

8:30 – 9:00 a.m.

Voting for NACW Officers and Board Members

Crystal Ballroom

8:30 – 10:00 a.m.

Southern Breakfast Buffet

Crystal Ballroom

9:00 a.m. – 12:30 p.m.

NACW Business Meeting III

Awards & Officer/Board Installation Ceremony

Crystal Ballroom

Convention concludes

POST-CONVENTION ACTIVITIES, SATURDAY, JULY 14TH

2:00 – 3:00 p.m.

NACW Post-Convention Board Meeting – Guests are welcome to attend.

Broadway A

3:30 – 9:30 p.m. POST CONVENTION TOUR –Registration is required and space is limited.

3:30 p.m. Depart the Brown Hotel for an historic tour of one of Kentucky's oldest towns. Visit a distillery, enjoy dinner at a tavern, and make some history of your own!

9:30 p.m. Depart and return to the Brown Hotel

Hotel Reservations

Hotel Information

In the heart of Theater Square, The Brown Hotel is one of Louisville's most treasured historic landmarks. Combining genteel Southern charm with all the excitement of downtown Louisville, The Brown is as delightful as it is convenient. Built in 1923 and lovingly preserved, The Brown demonstrates the ornate splendor that has made Louisville famous. Here you will find service that is unparalleled in surroundings that are truly legendary.

Reservation Methods

- Mail or fax the form to the hotel
- Call the hotel directly
- Online: Rate code 050802

If you make your reservation by phone, indicate that you are attending the NACW Convention. If you reserve by mail or fax, submit only one reservation per form. Do not register by more than one method.

Roommate Assistance/Request by May 15th

If you need help in finding a roommate, contact Glenda Woods – glendar.woods@ky.gov. State your name, e-mail address, and your preference for smoking or non-smoking. A list of those seeking roommates will be forwarded to you.

Reservations Information

- Reservations at the NACW group rate of \$80 per night are applicable July 9-15, 2007, and are subject to contracted room block availability prior to June 9, 2007.
- Reservations must be confirmed with a credit card number or one night's deposit by check or cash. If reserving by credit card, your card will not be charged at the time of reservation. However, if you cancel less than 48 hours prior to arrival, your card will be charged for one night's room and tax. If using cash or check for your deposit, the payment must be received by the hotel within 10 days after making the reservation or the reservation will be cancelled. The hotel does not accept purchase orders for payment of guest accommodations.
- Children under 18 years of age may stay free when occupying the same room as an adult 21 years or older.
- Check-in time is 4:00 p.m.
- Check-out time is 11:00 a.m.

Reserve Your Room Early

After June 9, 2007, rooms and rate cannot be guaranteed.

Deadline: Saturday, June 9th

The Brown Hotel * Reservation Request Form

NACW 38th ANNUAL CONVENTION
Wednesday, July 11- Saturday, July 14, 2007

Arrival Date _____ Departure Date _____

Name _____

Commission _____

Address _____

City, State/Province and Zip/Postal Code _____

Daytime Phone Number _____ Fax Number _____

E-mail _____

Sharing Room with: (Name) _____

MAIL OR FAX TO:

Reservations Department
The Brown Hotel
335 West Broadway
Louisville, KY 40202
Fax: 502-587-7006/Phone: 502-583-1234/888-888-5252

ONLINE: www.brownhotel.com (Rate code: 050802)

SPECIAL REQUESTS

Special Requests are not guaranteed; they are honored upon availability.

- ☐ 1 King Bed
- ☐ 2 Double Beds
- ☐ Non-Smoking
- ☐ Smoking
- ☐ Wheel Chair Accessible

METHOD OF PAYMENT - Please Check One

- ☐ American Express
- ☐ Check
- ☐ Diners Club
- ☐ Discover
- ☐ Master Card
- ☐ Visa

Card Holder: Name as it appears on card – please print _____

Credit Card Number _____

Expiration: Month/Year _____

Keep a completed copy of this form for your own records.

NACW is not responsible for room arrangements with the hotel.

Registration Information

DEADLINES

June 9

Registration/Payment/ Purchase Orders Deadline

NACW does not conduct on-site registration at the convention. The last day to register and all payments/purchase orders, including those for a spouse or guest, are due by June 9. If paying for multiple registrants, all forms must be included in the same envelope.

June 16

Payment Deadline

Payments made after June 16 are subject to a \$25 late fee, including those for which a purchase order was previously submitted, but no payment has been received.

Participant Registration

A convention registration fee (Fee A, B, or C on the registration form) is required for each participant (NACW Officers, Board, Members, i.e., Executive Directors, Commissioners). Complete the *Participant Registration Form*.

\$325 Fee A: Member Registration

\$375 Fee B: Non-member Registration

\$150 Fee C: One Day Registration: Wednesday, Thursday, or Saturday

What Your Fee Includes

Registration fee categories A and B include all business meetings, presentations, discussions, concurrent sessions, Wednesday program and dinner, lunches (Thursday-Churchill Downs and Friday-KY Governor's Conference), and all breakfasts.

Guest Registration

Spouse, Guest, Child, and Former Members

Guest registration and fee payment are required for tours and all meal functions. Discounted rates are not available for children's participation in convention tours or meal functions. Complete the *Guest Registration Form*.

Tour Information

Educational tours to local area sites have space limitations. Registration is on a first registered and paid basis. Participation in the tour cannot be added at the convention.

How to Register

- *Submit a separate form for each participant, spouse, guest, or child.
- *Mail copy of the completed registration form with the appropriate fees.
- *Keep a copy of the completed registration form for your own records.
- *Electronic registration is not available.

Confirmation

Your registration confirmation will be mailed two weeks prior to the convention.

Changes, Cancellations, and Refunds

Changes to your original convention registration must be made by June 9 and will be accepted only if submitted in writing. Cancellation requests received by June 9 will be honored with a full refund. No refunds will be made after that date. Registrations are transferable to another participant from the same commission if registrant is unable to attend the convention.

Participant Registration Form

Participant = NACW Member, Prospective Member

Deadline: June 9

National Association of Commissions for Women

38th Annual Convention ♦ July 11-14, 2007 ♦ Louisville, Kentucky

Directions: Submit a separate form for each participant.

Name (as you would like it to appear on your name badge)

Title

NACW Member: Y or N

Commission/Organization

Street Address /PO Box

City, State/Province and Zip/Postal Code

Phone

Home

Fax

Cell

Email

CONVENTION EVENTS

Registration Fees A-B include all sessions, materials, breaks, breakfast buffets, lunch and tour on Thursday, Friday KY Governor's Conference, and motor coach transportation during convention.

____ \$325 Registration Fee A – Member Rate
____ \$375 Registration Fee B – Non-member Rate
____ \$150 Registration Fee C – One-day Participant

Indicate day of attendance:

____ Wed. ____ Thurs. ____ Sat.

____ Y or N Attend the Commissioner OR Executive Director Exchange on Friday– (circle one)

____ Y or N Attend the Governor's Conference on Kentucky's Women (Friday-FREE)

Dietary Requirements: ____ Vegetarian

____ Dairy Products are OK ____ No Dairy Products

Special Needs: _____

EDUCATIONAL TOUR

____ \$ 20 Travel to one of Kentucky's oldest towns
Includes round-trip motor coach transportation from the Brown Hotel to tour sites and admission fees.

\$ _____ TOTAL - Convention Events and Tour

Emergency Contact: _____

Phone number(s): _____

Registration and Payment Deadlines

- ♦ June 9 – Last day to register/pay – no on-site registration
 - ♦ June 16 – Payments made after this date – add \$25
- Purchase orders do not constitute payment.

Payment

\$ _____ Total for Participant – this page
+ \$ 25.00 Payment received after 6/16/07
\$ _____ Total for Spouse/Guest – next page
\$ _____ **TOTAL DUE**

☐ Check ☐ P.O. attached

Make checks/PO payable to the KCWF.

Liability Waiver – Must be signed in order for your registration form to be processed. By submitting this registration form, I acknowledge that I am responsible for my own safety and well-being and that of me and my family and/or guests while participating in the NACW Convention. I understand that KCW/KCWF/NACW is not liable for any costs incurred by me in relation to the convention and does not accept any responsibility for personal injury or loss at any time en route to, from, or during its convention.

Signature _____ Date _____

Keep a copy of the completed form for your own records.

SEND COMPLETED FORM(S) AND PAYMENT/PO TO:

KCW Foundation

ATTN: NACW 2007 Registration

**Capital Plaza Tower, 2nd Floor, 500 Mero Street
Frankfort, KY 40601**

GUEST REGISTRATION FORM

Guest = Friend, Spouse, Child, Former NACW Member

NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN

July 11 – 14, 2007 * The Brown Hotel * Louisville, Kentucky

Directions: Submit a separate form for each guest.

NAME: _____

GUEST OF: _____

CONFERENCE EVENTS

- _____ \$40 Wednesday Program and Dinner
_____ \$15 Thursday Breakfast
_____ \$55 Thursday, Kentucky Derby Museum/Churchill – Lunch, Tour, & Admission Fees
_____ \$15 Friday Breakfast
_____ FREE Friday Breakfast and Lunch – Governor's Conference on Kentucky's Women
_____ \$45 Friday Evening, Belle of Louisville – Dinner Cruise and Entertainment
_____ \$20 Saturday Southern Buffet Breakfast

EDUCATIONAL TOUR

- _____ \$20 Travel to one of Kentucky's Oldest Towns
Includes round-trip motor coach transportation from the Brown Hotel to tour sites and admission fees.

TOTAL \$_____ Conference Events AND Educational Tour

Dietary Requirements: _____ Vegetarian: _____ Dairy Products are OK _____ No Dairy Products

Special Needs: _____

PAYMENT: Include payment with Participant Registration Form

Keep a copy of the completed form for your own records.

Getting Around

Louisville International Airport (SDF)

Just 10 minutes from downtown, Louisville International Airport is a low-fare airport that draws travelers within a 200-mile radius of the city. The airport now has nonstop service to 25 destinations and same-plane service to an additional 24 cities in 23 states plus Canada, the Bahamas and the District of Columbia. The airport accommodated 3.7 million passengers in 2005.

Hotel Transportation: The Brown Hotel offers complimentary airport shuttle transportation. Please call ahead for availability. Following arrival at the airport, call the hotel to confirm shuttle service. Taxi service is also available to the hotel.

Hotel Parking: Hotel parking is \$7.00 per night for self-parking; Valet parking is \$18.00 **Hotel Information:** www.brownhotel.com

Car Rental: Alamo, Avis, Budget, Dollar, Enterprise, Hertz, National and Thrifty are available at the airport terminal.

Getting Around Downtown: The Transit Authority of River City offers downtown trolleys on Main, Market and Fourth Streets for 25 cents. All trolleys are wheelchair accessible. For more information visit the web site: www.ridetarc.org