



2016 Human Services Conference Registration Form

May 3-5, 2016 • Sheraton Baltimore North Hotel • Towson, MD

Attendee Information (Please use new form for each additional participant)

Last Name:	First Name:	MI:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
Agency/Organization Name:		Title	
Street Address:			
P.O. Box (if applicable):	City:	State:	ZIP Code:
Office Phone #:	Cell Phone #:	Email Address:	

MCAP Use Only

Date: _____

Application #: _____

How to Register

	Online at www.maryland-cap.org
	Fax this form to 443-482-5104
	Mail this form to MCAP 420 Chinquapin Round Rd. Suite 2-I Annapolis, MD 20401

Registration Options

	EARLY BIRD by March 25	REGULAR by April 8	LATE by April 22	After April 22	
<input type="checkbox"/> Full Conference Registration Includes: May 3 – 5 Conference Networking Reception on May 3 Awards Dinner on May 4 Partnership Lunch on May 5	<input type="checkbox"/> \$375	<input type="checkbox"/> \$385	<input type="checkbox"/> \$395	<input type="checkbox"/> \$495	
One Day Registration <i>(Attendee will only be able to choose from 1 of the 3 days).</i> Please note that meals are not included for One Day Conference Registration except on May 5. Attendees may purchase a meal ticket for the Dinner on May 4 and/or the Partnership Luncheon on May 5. For Weatherization attendees, please check with the WAP Office for any special meal instructions.					
<input type="checkbox"/> Day 1 May 3	<input type="checkbox"/> \$190	<input type="checkbox"/> \$200	<input type="checkbox"/> \$210	<input type="checkbox"/> \$310	
<input type="checkbox"/> Day 2 May 4	<input type="checkbox"/> \$190	<input type="checkbox"/> \$200	<input type="checkbox"/> \$210	<input type="checkbox"/> \$310	
<input type="checkbox"/> Day 3 May 5	<input type="checkbox"/> \$190	<input type="checkbox"/> \$200	<input type="checkbox"/> \$210	<input type="checkbox"/> \$310	
OHEP Registration <input type="checkbox"/> May 3 – register above <input type="checkbox"/> May 4 <input type="checkbox"/> May 5	OHEP Additions: Maximum 2 per agency is paid for by OHEP. Additional registrants may be added at \$190/day paid for by your Agency. May 3 includes networking reception. Register below for Awards Dinner on May 4 for a cost of \$75.				

Will you be staying at the hotel?

Yes No

Which dates will you need a hotel room?

Monday, May 2
 Tuesday, May 3
 Wednesday, May 4

Hotel information

Sheraton Baltimore North
903 Dulaney Valley Road
Towson, MD 21204
Phone: 888-627-7147
Mention the MCAP conference
Room Rate: \$98 + tax

Select the Workshop Track you plan to attend

Emergency Assistance
 Direct Service
 Management & Admin. Board Governance
 Weatherization

Mark the events that you plan to attend. If you are attending as a One Day registrant and plan to attend event, the cost is noted and should be added to your total payment.

<input type="checkbox"/> Networking Reception on May 3, 2016	NO COST
<input type="checkbox"/> Awards Dinner on May 4, 2016	<input type="checkbox"/> \$75
<input type="checkbox"/> Partnership Luncheon on May 5, 2016 (n/a for OHEP Conference)	<input type="checkbox"/> \$40

Check below if you wish to obtain CEUs for participation in conference workshops.

Continuing Education Units (CEUs) \$50

SUBTOTAL		2.5% Credit Card Processing Fee		GRAND TOTAL	
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Check enclosed, payable to **Maryland Community Action Partnership (MCAP)**.

Purchase Order Number _____

Credit Card Number _____ Security Code _____ Expiration Date _____

Name on Credit Card _____

Email Address _____

Payment Information:

Check, purchase order, or credit card information **MUST** accompany this registration form. **Make checks payable to: Maryland Community Action Partnership (MCAP)**. Cancellations must be submitted in writing to Sharon Davis (sdavis@maryland-cap.org) by April 15, 2016. Substitute registrants are permitted however, **please notify MCAP of any substitutions prior to the registration deadline, IN WRITING**. A handling charge of \$125 per person will apply to all cancellations.