

# General Information and Registration Guidelines

## Early-bird Registration

Registrations postmarked, time stamped, or faxed before June 30, 2008, 11:59 pm CST will qualify for early-bird rates.

## Pre-conference Registration

Registrations postmarked, time stamped, or received by August 15, 11:59 PM CST will receive pre-registration rates. On-Site Registration rates apply for registration received forms after August 15.

## Sample Employer Letter

To assist you in obtaining support from your employer for Conference participation, please reference the Sample Letter Requesting Funding available at [www.nbmbaa.org](http://www.nbmbaa.org).

## Admission

Admission to NBMBAA's Conference and Exposition is by badge only. All attendees and exhibitors are required to register.

## Notice of Photography and/or Videography

As a condition of, and in consideration for, being allowed to enter, participate or otherwise be present in the events or activities at this conference, the receipt and sufficiency of which are hereby acknowledged, I as a guest, registrant or invitee ("Guest") hereby grant the National Black MBA Association® ("NBMBAA") an irrevocable non-exclusive license to use my name, image, voice and likeness for the purpose of advertising and promoting NBMBAA® events, activities and products. I also acknowledge the NBMBAA's right to make visual and audio recordings, and still images of Guest (collectively "Photography") and to use the Photography and Guest's name. However, none of the above shall be deemed as an endorsement for any NBMBAA® product or service. Without limiting the generality of the foregoing, Guest agrees that the rights granted hereunder shall include the perpetual, worldwide right of NBMBAA® to edit, telecast, rerun, record, publish, reproduce, use, license, print, distribute or otherwise exploit, in any manner and in any medium or forum, whether now known or hereafter devised.

## Leadership Institute, Full Conference and Student Registrations Include:

- Admission to All Official Program Sessions, Workshops and Seminars
- Admission to the Three-day NBMBAA Career Success Network™ (CSN) Center
- Admission to the Two-day Career Fair & Exposition
- Welcome Reception
- Club MBA and Club Jazz
- Keynote Luncheons
- NBMBAA® Friday Concert
- Saturday Annual Awards Brunch
- Conference Bag
- Career Fair *Advantage* & Conference Guides
- Access to Hospitality Receptions
- *Black MBA Magazine*

## Career Only Registration Includes:

- Admission To The Three-day NBMBAA Career Success NetworkSM (CSN) Center
- Admission To The Two-day Career Fair & Exposition
- Access to Hospitality Receptions - Career Fair *Advantage* Guides Included

## Cancellations

Cancellations must be made in writing. Telephone cancellations are not accepted. Full refunds will be made through July 31, 2008. Cancellations postmarked, time stamped, or faxed between July 31 and August 15, 2008 will be assessed a \$150 processing fee. Cancellations postmarked or faxed after August 15, 2008 are not eligible for a refund. There will be no exceptions.

## Student Registration Requirements

All attendees registering at the Student Rate must include official documentation from their or university/college registrar, dean or professor verifying current full-time student status. Please note that student identification cards WILL be required for badge pick-up.

## Badge Pick-Up

Badges will be distributed at Registration located in the East Registration area of the Walter E. Washington Convention Center. Print your registration confirmation and bring on-site to the Advance Check-in counters.

## Transfers

A registration may be transferred if a registrant is unable to attend the conference. Requests for transfers must be made in writing on official letterhead and must include the original registrant's name and the substitute's name. Telephone transfers are not accepted. Letters must be postmarked or faxed by August 31, 2008 in order to be processed prior to the conference. After August 31, 2008 all transfer requests must be made onsite. The \$100 fee will be assessed.

## Confirmation Notices

Confirmation Notices will include badge information, as well as confirmation of selected special events and receipt of payment. Confirmation notices will indicate whether a registration is complete or requires additional information. Please read your confirmation notice carefully. To report a correction or discrepancy, call the number indicated on the notice. If you have not received a confirmation within three weeks of submitting your registration form, call our registration office at 866-546-4303.

## Registration Fees

	(5/5- 6/30) Early Bird	(7/1-8/15) Pre-Reg.	(8/16-9/20) On-site
NBMBAA Leadership Institute <sup>SM</sup> Member	\$950	\$1025	Based on Availability
NBMBAA Leadership Institute <sup>SM</sup> Non-Member	\$1175**	\$1250**	Based on Availability
NBMBAA Entrepreneurial Institute Member Wednesday Only \$350	\$850	\$925	Based on Availability
NBMBAA Entrepreneurial Institute Non-Member Wednesday Only \$375	\$1075**	\$1150	Based on Availability
Full Registration Member	\$700	\$775	\$845
Full Registration Non-Member	\$975**	\$1025**	\$1150**
Student Full	\$295	\$295	\$350
Student Full Non-Member	\$350	\$380	\$410
Case Competition	\$295	\$295	\$350
Case Competition Advisor	\$100	\$100	\$100
Single Day Member	\$400	\$400	\$450
Single Day Non-Member	\$450	\$450	\$500
Undergraduate	\$50	\$50	\$50
Career Only Student	\$50	\$50	\$50
Career Only Member	\$100	\$100	\$100
Career Only Non-Member	\$150	\$150	\$150

\*\* Includes 1-year membership for non-members

## Private Coaching for One Hour

Member..... \$100  
Non-member ..... \$150

## Conference Attire

*Wednesday – Saturday (Daytime)*  
*Business*

*Wednesday (Evening)*

*Semi Formal*

*Wednesday – Friday (Evening)*

*Business Casual*

*Saturday Casual*

# Membership Terms and Conditions

## Activation of Membership –

Memberships will become active upon processing of all materials at National Black MBA (NMBBAA) headquarters.

## Hard Copy Applications –

It is the responsibility of the preparer to insure the accuracy of all information provided. Incomplete or illegible information may result in the delay of having your membership activated as well as receipt of materials from the NMBBAA.

## Lifetime and Associate Lifetime Members –

Lifetime or Associate Lifetime memberships are active for the duration of your lifetime, beginning at activation (see activation of membership). Once you have become a Lifetime or Associate Lifetime member you are no longer eligible for any other membership type.

## Installment Lifetime and Installment Associate Lifetime Members –

Installment Lifetime and Associate Installment Lifetime memberships are active for one full year, beginning at activation (see activation of membership). Installment memberships are to be paid in three consecutive years. Subsequent payments must be made within 60 days after the expiration date or your installment lifetime membership will be null and void. In the event that your subsequent payment is not received within the 60 day grace period, prior payment(s) will not be credited towards future installments. If you still wish to have a lifetime membership, you will need to begin the installment lifetime process over again. Until all three payments are received you will be considered a Full or Associate member. When your final payment is received you will then be considered a Lifetime member.

## Full and Associate Members –

Full and Associate memberships are active for one full year, beginning at activation (see activation of membership).

## Student Members –

Student memberships are active for one full year, beginning at activation (see activation of membership). You will be considered as a student member so long as you are enrolled in a recognized graduate degree program. Your membership should be upgraded to a full membership upon the expiration of your current membership, subsequent to graduation.

The following items will be accepted as proof of current enrollment:

- Letter from the registrar acknowledging your current enrollment status
- Copy of your tuition bill
- Class schedule reflecting your current enrollment

Your membership will begin when your enrollment confirmation documents are processed by National Black MBA headquarters.

Your pending student membership will only be held for 60 days. After that time you will need to submit a new membership application.

\*Renewing student members must also verify current enrollment

## Credit Card Payments

Your application will remain pending and your credit card will not be processed until we receive enrollment confirmation documentation.

## Cash & Check Payments

Cash and check payments will be processed upon receipt; however your membership will be pending until we receive enrollment confirmation documentation. (See the refund policy below).

## Collegiate Student Members –

Collegiate Student memberships are active for one full year, beginning at activation (see activation of membership). Only undergraduate students at an approved college/university are eligible for collegiate student membership.

\*Individuals can only apply for collegiate student membership if they are enrolled at a school with a chartered National Black MBA collegiate chapter.

## Refund Policy –

The NMBBAA will provide membership refunds for the following reasons only:

- Verified duplication of billing
- Verified overcharges
- Submission of incorrect member type resulting in one of the above
- Failure to submit enrollment documentation after cash or check payment of student membership

Refunds will be provided as follows:

- Credit card payments will be credited to that same credit card.
- Cash and check payments will be credited by NMBBAA check after 30 days, and only after initial payment has cleared our financial institution.

\*Refunds will only be issued upon request of the individual.

The NMBBAA will vigorously defend itself against credit card charge backs. In the event that your credit card company requests a credit for charges, we will only comply to the extent that the request meets the requirements of the refund policy. (See above).

## Insufficient Funds Policy –

If an individual submits a check that is later returned for insufficient funds, a \$25 fee will be assessed and membership will be immediately deactivated. Membership will only be reactivated upon receipt of certified funds for the amount of membership plus the insufficient fund fee. Certified funds include:

- Credit Card payment
- Money Order
- Certified Check

## Notice of Photography and/or Videography-

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**Terms and Conditions are subject to change without prior notification.**