

2010 FAMILY PHILANTHROPY CONFERENCE HOUSING AND REGISTRATION FORM

FAX completed registration form with credit card information to:
703-879-0800/703-879-0802.

Or **MAIL** the form with payment to:
Council on Foundations Conferences,
P.O. Box 75674,
Baltimore, MD 21275-5674.

Registration is also available **ONLINE** at
www.cof.org/familyconf

Full Name _____
 First Name/Nickname (for badge) _____
 Title _____
 Foundation/Organization _____
 Mailing Address _____
 Bill to Address _____
 City/State/Zip/Country _____
 Email Address _____
 Main Phone _____ Main Fax _____
 Organization URL _____

GUEST INFORMATION (if Registering)

Full Name _____
 First Name/Nickname _____

REGISTRATION

Check the appropriate box(es). Total all fees at the end. All fees are in U.S. dollars.

CONFERENCE	Postmarked by 12/15/09	Postmarked after 12/15/09
<input type="checkbox"/> Member Full Conference	\$775	\$925
<input type="checkbox"/> Non-member Full Conference	\$1,075	\$1,225
<input type="checkbox"/> Multiple Discount* *Three people from a member organization must first pay the full conference fee.	\$675	n/a
<input type="checkbox"/> Guest/Student Registration	\$520	\$595
<input type="checkbox"/> International (Member)	\$525	\$525
<input type="checkbox"/> International (Non-member)	\$775	\$775
<input type="checkbox"/> Sunday	\$390	\$390
<input type="checkbox"/> Monday	\$365	\$365
<input type="checkbox"/> Tuesday	\$365	\$365
<input type="checkbox"/> Multimedia CD Pre-conference Price (Conference registrants only)	\$129	\$129

OPTIONAL EVENTS (Preregistration required—limited space)

Foundation Governance and Management Bootcamp Sunday, 1:00 – 5:30 p.m.
 Executive Director Leadership Seminar Sunday, 1:00 – 5:30 p.m.
 Next Generation Retreat for Family Members Sunday, 1:00 – 5:30 p.m.
 Sunday Night at the Movies Film Screening and Dinner Sunday, 6:30 – 9:00 p.m.
 Fees: \$50 for Non-GFEM* members;
 \$35 for GFEM* members.
 The Village at Market Creek Site Visit Monday, 9:30 a.m. – 5:00 p.m.
 International Community Foundation Center Site Visit Monday, 9:30 – 11:30 a.m.
 San Diego's Border Fence Site Visit Monday, 1:30 – 5:30 p.m.

* Grantmakers for Film and Electronic Media.

RELATIONSHIP TO ORGANIZATION REPRESENTED

Please check one.

- CEO/Executive Director/President Financial Staff
 Administrative Staff Program Staff
 Communications Staff Donor Advisor
 Donor Services Staff Philanthropic Advisor
 Board Member/Trustee
 Family Member Non-Family Member
 Next Generation Attendee

- Check here if you are First-time Attendee.
 Check here if you do not wish to receive information from grantmaker service organizations (e.g., regional associations) before the conference.
 Check here if you do not wish to receive information from exhibitors and sponsors before the conference.

NON-MEMBERS ONLY

Your foundation's approximate yearly assets _____
 Your foundation's approximate yearly grant level _____
 Type of organization (family foundation, community foundation, regional association, etc.) _____

SPECIAL NEEDS

Please list any accessibility requirements requiring the Council's attention: _____

If you have a special dietary need, please check one:

- Vegetarian Kosher Diabetic Non-Dairy

REGISTRATION PAYMENT

Registrations will not be processed without payment. Please indicate form of payment below. Only credit card payments may be faxed.

- Check enclosed (made payable to the Council on Foundations, in U.S. funds only)
 American Express VISA MasterCard

Card # _____

Exp. Date _____

Name on Card _____

Signature of Card Holder _____

I authorize the Council on Foundations to charge my credit card for the conference fees as indicated above. If I have miscalculated the conference fees, I authorize the Council on Foundations to make the necessary adjustments and to charge my card accordingly.

For any questions on Housing or Registration, contact us at

703-879-0750 or email **confreg@cof.org**

REGISTRATION INSTRUCTIONS AND INFORMATION

Note: Non-members should not make travel arrangements until the Council confirms eligibility.

HOW TO REGISTER

Registration forms received without payment cannot be processed—please do not both fax and mail your registration form, as this may result in duplicate charges.

Online:

Register online at www.cof.org/familyconf
(After January 2, 2010, register only by fax or onsite.)

By Fax:

Fax completed registration forms to
703-879-0800 or **703-879-0802**.
Payment must be made by credit card.

By Mail:

Council on Foundations
P.O. Box 75674
Baltimore, MD 21275-5674
*Payments made by check must be mailed by
December 28, 2009.*

CONFIRMATIONS

Confirmation will be sent immediately upon receipt of your information. Please remember to include your email address on our registration form to receive registration and hotel confirmations. Because of the high volume of registrations, the Council is unable to confirm conference registration by phone. To guarantee inclusion in the conference directory of participants, the Council must receive your completed registration form by December 28, 2009.

After making your online credit reservation, an instant confirmation will follow.

MULTIPLE REGISTRATION DISCOUNT

If your organization is a member of the Council on Foundations and three people from your organization pay the full conference fee (\$775), additional members of your organization who register at the same time as the first three, will receive the multiple registration discount (\$675). Registration forms and payment must be received by December 11, 2009.

CANCELLATION

All Family Conference registration cancellations must be submitted in writing. Fax your cancellation to **703-879-0800/703-879-0802** or email confreg@cof.org.

Cancellation fees will be as follows:

Cancellation through November 20, 2009

Full refund minus \$150 administrative fee

Cancellation on November 21 through December 11, 2009

25 percent of conference fees

Cancellation on or after December 11, 2009

No refund available

PENDING MEMBER

Non-members must pay non-member registration fees. Pending membership applications or applications sent with the registration form do not qualify for registration at the member rate. If you pay the non-member fee for the conference and your Council membership is approved by December 31, the difference between member and non-member conference fees will be credited toward your organization's dues payment. Please call the Membership Services staff at **703-879-0645** for more information.

MEALS

Meals are included in your registration fee for the day(s) for which you have registered. **Sunday** includes lunch reception. **Monday** includes breakfast, lunch, and the evening networking event. **Tuesday** includes a breakfast and lunch. There will be a limited number of extra meal tickets available at the registration desk for individuals who are eligible for conference attendance.

AIRPORTS

The San Diego International Airport is approximately 10 minutes from the Hilton San Diego Bayfront (cab fare is approximately \$20, excluding tip).

ATTIRE

Conference attire is business casual. Meeting room temperatures vary, so we recommend dressing in layers.

CLIMATE

Winter temperatures in San Diego average in the high 70s during the day and drop to the 50s in the evenings. It is windy by the water so please dress accordingly.

COUNCIL POLICIES

The Council on Foundations is firmly committed to fair employment practices, inclusiveness, and the prohibition of sexual harassment of employees by staff, visitors, or members. If you would like information on these and other policies, please contact the Council's executive office at **703-879-0600**.

MEDIA

Members of the media should request press credentials from the Council on Foundations' Media Relations Department at media@cof.org.

PHOTO RELEASE POLICY

The Council may use photos/videos of attendees at Council events online or in its print and electronic materials both now and in the future. If you do not wish your likeness to be used in this way, please contact David Martin at **703-879-0674** or email David.Martin@cof.org at least 48 hours in advance of the meeting.

