

**78<sup>TH</sup> ANNUAL LULAC NATIONAL CONVENTION & EXPOSITION  
FEDERAL TRAINING INSTITUTE PROGRAM**

July 9 - 14, 2007  
Navy Pier, Chicago, Illinois

The League of United Latin American Citizens (LULAC) invites you to participate in the 78<sup>th</sup> Annual LULAC National Convention & Exposition, Empowering Latinos: Building Prosperity through Partnerships, in Chicago, Illinois, July 9 – 14, 2007. As the premier Hispanic convention, the LULAC National Convention draws over 15,000 people each year including the top leaders from government, business, and the Hispanic community.

**Make History:** The LULAC Convention is an exciting, history-making convention, because it convenes the national delegates of LULAC to discuss issues, set policies, and elect the organization's national leaders. For this reason, the LULAC Convention makes news and is covered by national and local media. It is the only convention in which representatives from Hispanic communities from across the country determine the positions and strategies of a national Hispanic organization.

**Reach out to Hispanic America:** The LULAC Convention is also well attended by major corporations who recognize the importance of reaching out to national Hispanic leaders and influential community members directly. There are opportunities to sponsor workshops and events, to showcase products and recruit Hispanic professionals in the convention exhibit hall. In addition, all proceeds support the dedicated work of LULAC to improve the quality of life for Hispanic Americans.

**Federal Training Institute (FTI):** The LULAC Convention hosts the FTI, a structured, intensive, and progressive career development program for government and public sector employees. In partnership with the OPM Management Development Center and the Graduate School, USDA, FTI offers workshops that enable mid and senior level government employees to enhance their leadership competencies skills that develop the Executive Core Qualifications required for entry to the Senior Executive Service. This three day training is in compliance with 5 U.S.C. Chapter 41 and is geared towards helping you develop skills that you can use throughout your career.

**Federal Training Institute: Chicago Youth-Collegiate Federal Career Forum and Recruitment Workshops:** One day of interactive and informative workshops on federal career options, student programs, scholarships, internships, and employment opportunities.

**Career Fair:** Hot jobs, top companies, live interviews. Whether you are an employer looking for top talent or a professional looking for your next job, you will want to attend the LULAC Career Fair. This three day event features great jobs from over 250 top companies and federal agencies that are ready to hire.

**College Fair:** Your path to a higher education starts at the LULAC College Fair. More than 30 representatives from top notch colleges and universities are anxious to talk with you about postsecondary opportunities at their institutions.

**Youth Conference:** The convention also hosts the LULAC Youth Conference—a three-day event for Hispanic youth, featuring workshops and panel discussions education, career opportunities, community service and leadership.

**Young Adults Conference:** The Young Adult Conference features four-days of leadership development and policy workshops for college students and young professionals.

**About LULAC:** Founded in 1929, the League of United Latin American Citizens is the nation's oldest and largest Hispanic organization. With thousands of members organized into more than 700 LULAC Councils in virtually every state of the nation and in Puerto Rico, LULAC has tremendous outreach into the Hispanic community. With a rich history of advocacy in civil rights, education, economic development, immigration and equal opportunity, LULAC is uniquely positioned to lead the Hispanic community into the next millennium.

**For More Information:** For convention information and registration, contact the LULAC National Office at (202) 833-6130 or visit our website at: [www.LULAC.org](http://www.LULAC.org). Please join LULAC at the 2007 LULAC National Convention and Exposition in Chicago, Illinois as we celebrate 78 years of service to the Hispanic community.

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# 2007 LULAC National Convention & Exposition

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## INFORMATION

### CONVENTION LOCATION

**Navy Pier**  
600 East Grand Avenue  
Chicago, IL 60611  
312-595-PIER or 800-PIER

### HEADQUARTERS HOTEL

LULAC has reserved a block of rooms at the following hotel at special rates until June 16, 2007.

### Hyatt Regency Chicago

151 East Wacker Drive  
Chicago, Illinois  
312-565-1234-Main  
Fax: 312-239-4414

[www.chicagoregency.hyatt.com](http://www.chicagoregency.hyatt.com)

Rates: \$149 for Single, Double, Triple and Quad. **Ask for FTI Gov't rate in the LULAC block.**

Cancellations must be made one month prior to arrival to avoid charges.

### Air Transportation:

The following airlines will offer special discounts to our attendees

### American Airlines

(800) 433-1790  
Discount # A5577AC  
[www.aa.com](http://www.aa.com)

### Continental (800) 468-7022

Discount Code # CD75C7  
[www.continental.com](http://www.continental.com)

### Southwest Airlines

(800) 435-9792  
[www.southwest.com](http://www.southwest.com)  
Sponsors & Exhibitors for your expo needs please contact.

### Expo Services

Hargrove Inc.  
One Hargrove Drive,  
Lanham, MD 20706  
Phone: 301-306-4627  
Fax: 301-731-5438  
[customerservice@hargroveinc.com](mailto:customerservice@hargroveinc.com)

### Chicago Information

[www.choosechicago.com](http://www.choosechicago.com)

## AGENDA

### Monday, July 9

1 to 5 pm Registration  
8 to 5 pm Federal Agency Pre-Conference Meeting  
6 pm to 8 pm Opening Reception

### Tuesday, July 10

6:45 to 8:30 am Law Enforcement Awards Breakfast  
7 to 12, 2 to 5 Convention & FTI Registration  
9 am to noon LULAC Federal Training Institute  
Noon to 2 pm Diversity Luncheon  
2 pm to 4:30 pm LULAC Federal Training Institute  
5:30 pm to 8 pm FTI Reception

### Wednesday, July 11

7 to 12, 2 to 5 Registration  
9:00 am to noon LULAC Federal Training Institute  
10 am to noon Ribbon-cutting Ceremony and Exposition Opening  
Noon to 2 pm Partnership Luncheon  
2 pm to 5 pm Exposition and Job Fair Open  
2 pm to 2:30 pm National Assembly—Committee Assignments  
2 pm to 4:30 pm LULAC Federal Training Institute  
2:30 pm to 5 pm LULAC Town Hall  
6 pm to 9 pm Illinois Celebration

### Thursday, July 12

7 to 12, 2 to 5 Registration  
7 am to 8:30 am Armed Forces Awards Breakfast  
8 am to 4:30 pm National Council of HEPMs' Third Annual Summit  
9 am to noon Concurrent Seminars  
9 am to noon Exposition and Job Fair Open  
Noon to 2 pm Unity Luncheon  
2 pm to 7 pm Exposition and Job Fair Open  
2 pm to 5 pm Concurrent Seminars  
5 pm to 7 pm Sponsor & Exhibitor Reception  
6 pm to 8 pm Youth & Young Adults Awards Banquet  
8 pm to 11 pm Concierto de la Gente

### Friday, July 13

7 to 12, 2 to 5 Registration  
7:30 am to 9 am LNEC Breakfast  
9 am to 3 pm FTI Chicago Colligate Federal Career Forum  
9 am to noon Concurrent Seminars  
9 am to noon Exposition and Job Fair Open  
Noon to 2 pm Women's Luncheon  
2 pm to 4 pm Exposition and Job Fair Open  
2 pm to 4 pm LULAC National Assembly Reconvenes  
6 pm to 7 pm Presidential Reception  
7 pm to 10 pm Presidential Awards Banquet

### Saturday, July 14

8 pm to 11 pm President's Celebration



## **2007 FEDERAL TRAINING INSTITUTE**

### **VISION STATEMENT**

The Federal Training Institute is dedicated to the belief that increasing the knowledge and skills of staff through educational opportunities contributes to the advancement of human fulfillment. Therefore, a well-educated and informed workforce will be able to adapt and better respond to the future challenges of their agencies.

### **MISSION STATEMENT**

The Federal Training Institute is committed to providing quality educational opportunities to develop and enable participants to realize their potential by strengthening their knowledge, skills, and professional competencies. We provide continuing education by expanding opportunities for personal growth and fostering the development and dissemination of public policies and social change activities.

We realize the rapid changes of our nation present all agencies and companies with new and additional challenges in completing their various missions. We are committed to providing the support, training, and development at times to keep abreast of these changes. Our core value is committed to facilitating educational opportunities to participants to acquire or enhance the skills necessary to progress and develop within and beyond their potentials.

### **THE FEDERAL TRAINING INSTITUTE (FTI)**

The Federal Government is in a constant stage of growth and change. A knowledge-based economy and dramatic advances in technology are having a dramatic impact on how government work is accomplished. An increased emphasis on results and rising expectations of service by those it serves creates an additional layer of complexity to how federal agencies implement their missions. America's diverse and dynamic society requires a special brand of leadership skilled in keeping pace with its changing needs. As a result, the Federal Government Civil Service workforce is changing by becoming more diverse, expecting more flexibility, and creating more vehicles to develop its workforce.

As human resource management is reshaped to leverage its employees as capital to be invested in, government agencies are moving to recruit and retain the best people through carefully crafted career development and training programs that build strong leaders who can serve America in the future. This three day training is in compliance with 5 U.S.C. Chapter 41 and is geared towards helping you develop skills that you can use throughout your career. Open to all employees, it presents a unique opportunity to develop competencies essential to the new leadership culture in the Federal Government.

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## 2007 LULAC National Convention & Exposition

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FTI in partnership with the graduate school, USDA, the Office of Personnel Management, and the OPM Management Development Centers offers a leadership development curriculum that includes situational leadership, conflict management, and strategies for success. Each year FTI builds upon the success of its past curriculum by offering courses that meet federal agency training requirements and directly address each of the five Senior Executive Service Core Qualifications including.

- “A Journey to Leadership Development” – Plenary
- “Have you thought of what to pack?”
- “Influencing Skills”
- “Human Capital Assessment and Accountability: How To’s for Emerging Leaders in a Diverse Society”
- “Building Coalitions Through Communication”
- “Getting to Yes, Art of Negotiation”
- “Project and Program Management Planning”
- “Identifying Resources and Diversity Strategies in Recruiter Friendly Websites”
- “Leadership Executive Core Qualifications (ECQs) Competencies – GS 14 and 15
- “National Council of Hispanic Employment Program Managers (HEPMs’) Third Annual Summit”

### WHAT YOU WILL GAIN

The FTI provides you the opportunity to earn Continuing Education Units (CEU’s) while developing your knowledge in the re-engineered Leadership Journey Program specifically designed to effectively serve the American people. Included in the program’s Core Leadership Curriculum, are competencies that encompass the Executive Core Qualifications, (ECQ’s). Skills to be gained through this curriculum include: situational leadership skills, team and coalition development, project management, budget and procurement competency, interpersonal skills; and, thereby, satisfy individual development program related Leadership Development Training.

### WHAT YOUR AGENCY WILL GAIN

Federal agencies will benefit from the timely and cost effective implementation of their mission through the broadening of employee ability to drive organizational results, serve customers, and build teams, partnerships and coalitions as reflected in the newly designed programs that build strong leaders to serve America in the future. Employee attendance will assist agencies in meeting their training requirements, in managerial succession planning through development of current and future managers and leaders. Attendees will return to their agencies with increased enthusiasm for their leadership role and with the knowledge and tools to make more confident and effective contributions. The Institute’s methodology on the granting of CEU’s is consistent with the Graduate School, USDA, and Office of Personnel Management Development Center (OPMDC), training guidelines. The Graduate School USDA faculty, OPMDC staff, and members of the Senior Executive Service facilitate workshops, breakout, and plenary sessions in the Core Leadership Curriculum.

### WHO SHOULD ATTEND

FTI is designed for public, private sector employees, and military personnel (includes reserve and Coast Guard components), in team leader, supervisor, manager or senior executive level positions, and professional administrative and technical personnel who are in various stages of their careers. This program is also designed for those interested in engaging in a career development plan that prepares the individual to meet the challenges of the new workplace environment.

### QUOTES FROM THE 2006 FEDERAL TRAINING INSTITUTE CONFERENCE

“The workshops provided an opportunity to understand the difference between mediation and arbitration ensuring a fair non-intimidating resolution of problems

“A unique experience in understanding the complexities of working with people from diverse cultures and the ability to resolve problems in a non confrontational manner.”

“A tremendous opportunity to review and update existing Individual development plans that reflect on going growth in duties and special assignments.

“A great experience in identifying a consistent approach to bottom line results.”

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## 2007 LULAC National Convention & Exposition

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### ATTENDANCE JUSTIFICATION STATEMENT

The League of United Latin American Citizens (LULAC) is a non-profit employee advocacy, training and education professional development organization that executes a preeminent annual Federal Training Institute (FTI). The FTI is a recognized leader in developing the values and competencies that are the foundation of public service,

transcending individual professions and missions. This three day training is in compliance with 5 U.S.C. Chapter 41 and is geared towards helping you develop skills that you can use throughout your career.

FTI provides low cost/high benefit quality individual career development planning that meets federal agency requirements as reflected in the newly designed programs in and outside government. Attendees benefit from the recommended career path, designed to establish them as competitive candidates for selection to upper level managerial and senior executive candidate positions. The instruction and mentoring offered prepares FTI participants to meet the challenges of a changing workplace and to recognize, appreciate and embrace a leadership role consistent with the essential elements required to become part of the nation's 21<sup>st</sup> century workforce.

FTI workshops and forums follow closely the U. S Office of Personnel Management Development Centers (OPMDC) and the Graduate School, USDA, training guidelines and grant Continuing Education Units (CEU's). The FTI faculty includes experts who provide perspectives on key issues affecting the workplace. These perspectives include strategic integration of human capital management, effective leadership, budget and performance integration and career development planning for Individual Development Plans, emerging technologies, leveraging diversity and equal employment opportunity.

Participation in FTI will benefit Federal agencies through broadening their employees' abilities to drive organizational results, serve customers, and build teams, partnerships and coalitions in and outside government. The enhanced competency of their workforce will result in the increased ability for Federal agencies to implement their mission in a timelier and cost effective manner.

The LULAC Federal Training partners with the following Departments and Agencies:

- Department of Agriculture
  - Food and Nutrition Service
  - Food Safety and Inspection Service
  - National Agriculture and Statistics Administration
- Graduate School, USDA
- Department of Defense
  - United States Air Force
  - United States Army
  - Defense Intelligence Agency
  - Diversity Management and Equal Opportunity Office
- Department of Justice
  - Federal Bureau of Investigation
  - Federal Bureau of Prisons
- Office of Personnel Management
- Department of Transportation
  - RITA/VOLPE Center
- Department of Energy
- Social Security Administration
- Department of Health and Human Services
  - Office of Minority Health
- Department of the Interior
  - Bureau of Land Management

In addition, FTI complies with Executive Order 13171 (Hispanic Employment in the Federal Government); Title 5 of the Code of Federal Regulations, Part 251 (Agency Relations with Organizations Representing Federal Employees and Other Organizations); Executive Order 11348 as amended by Executive Order 12107 (Further Training of Government Employees); and the Executive Order 13111, (Using Technology to Improve Training Opportunities for Federal Government Employees). This three day training is in compliance with 5 U.S.C. Chapter 41 and is geared towards helping you develop skills that you can use throughout your career.

**FTI REGISTRATION: Hotel: Ask for FTI government rate in the LULAC block. Registration Fee: \$395 includes admittance to all seminars, workshops and events. Core Curriculum workshops are offered three days to provide a wider range of choices for attendees. For additional information about the Federal Training Institute program, registration options, complimentary rooms for pre or post Agency Forums, hotel and agenda, please visit our website at: <http://www.lulac.org/events/fti.html> or contact the LULAC Washington Office at 202-833-6130.**



## **LULAC Federal Training Institute Workshops**

July 10 – 11, 2007 • Chicago, Illinois



In *A Journey to Leadership Development*, the Federal Training Institute (FTI) presents a unique opportunity to earn Continuing Education Units (CEUs). This training is in compliance with 5 U.S.C. Chapter 41 and is geared towards helping you develop skills that you can use throughout your career.

Listed below are  topics to be presented:

### **A Journey to Leadership Development: Have You Thought of What to Pack?**

#### **Targeted Skills: Leading Change**

This session is an introduction to leadership competencies including developing & writing competencies and putting the package together.

### **Influencing Skills**

#### **Targeted Skills: Leading People**

In this session, be prepared to learn by doing. It will help you to:

- Practice proven communication skills that inevitably enhance influencing skills
- Identify assertive and non-assertive responses
- Implement assertive responses
- Elegantly handle criticism
- Effectively provide ideas & feedback
- Discuss, demonstrate & practice influencing skills

### **Getting to Yes, The Art of Negotiation**

#### **Targeted Skills: Leading Change**

This session will help you to:

- Recognize a myriad of issues and nuances
- Recognize tactics, strategize & reach a positive result
- Separate issues from people

### **Building Coalitions through Communication**

#### **Targeted Skills: Building Coalitions**

This training session will cover how to:

- Persuade others and build consensus through give & take
- Gain cooperation from others to obtain information and accomplish goals
- Facilitate “win-win” situations

### **Project & Program Management Planning**

#### **Targeted Skills: Results Driven & Business Acumen**

This workshop will discuss OPM’s research on ECQs & the competencies possessed by those who are results driven & demonstrate business acumen.

### **Leadership Executive Core Qualifications (ECQs) Competencies GS 14-15**

#### **Targeted Skills: Leading People**

The first part of this session is open to all FTI participants and includes an introduction to leadership competencies, putting your job application package together and writing the Executive Core Qualifications statement. Note: The second part is limited to the first 30 pre-registered GS 14 and 15 participants and includes the Inventory Assessment instrument, mentoring and coaching. Register now.

### **Identifying Resources and Diversity Strategies in Recruitment Friendly Websites**

#### **Targeted Skills: Results Driven**

This session will:

- Summarize technological tools
- Identify information resources needed to explore new strategies

### **Human Capital Assessment & Accountability How To’s for Emerging Leaders in a Diverse Society**

#### **Targeted Skills: Leading People**

This session will present strategies to help you become a peak performing manager & leader in the midst of diversity. In a diverse society, it is important for merging leaders to have:

- High emotional intelligence
- High self-awareness & understanding of how behaviors, perspectives & views impact organizational performance



## **LULAC Federal Training Institute Leadership Executive Core Qualifications Competencies, GS 14 -15**



July 10, 2007 • Chicago, Illinois

### **Course Overview:**

This will provide participants with insight into their potential leadership strengths and developmental opportunities through the CPI 260™ Coaching Report for Leaders. Based upon the original CPI (California Psychological Inventory), this assessment gives feedback on 18 leadership characteristics that correspond with many of the leadership competencies supporting Office of Personnel Management's (OPM's) Executive Core Qualifications (ECQs).

### **Objectives are to:**

- Familiarize participants with the background and structure of the CPI 260™ Coaching Report for Leaders;
- Provide participants with their individual Coaching Report for Leaders and begin to validate their results;
- Correlate their Coaching Report for Leaders to OPM's Executive Core Qualifications (ECQs) competencies; and
- Identify three primary ECQ competencies to develop.

### **Coaches are:**

- Seasoned federal senior managers will provide individual coaching on how to create a plan to develop the three identified competencies.

### **Participants will be better able to:**

- Identify potential leadership strengths and areas for potential growth;
- Identify ways to enhance Executive Core Qualifications (ECQs) competencies; and
- Create a development plan to address gaps in leadership competencies.

The first 30 pre-registered participants will be instructed by e-mail to take the online inventory assessment instrument.

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**LULAC Federal Training Institute  
Leadership Executive Core Qualifications  
Competencies, GS 14 -15 (Continued)**



July 10, 2007 • Chicago, Illinois

**Coaches:**

- **Daliza Salas**, Director Office of Human Resources, Department of Labor, Washington, DC;
- **Felicita Sola-Carter**, Assistant Deputy Commissioner for Human Resources, Social Security Administration, Baltimore, MD;
- **Joseph Mancias, Jr.**, Co-Founder Executive Networking Forum ,Former Chief Human Capital Officer, U.S. Citizenship and Immigration Services, DHS;
- **Charles Cranford**, Program Director, Office of Personnel Management, Eastern Management Development Center, Shepherdstown, West Virginia;
- **Gloria Gutierrez**, Deputy Administrator of Management, Food & Nutrition Service, Department of Agriculture Washington DC;
- **Maria Mercedes Olivieri**, Former Assistant Director for Federal Diversity, Office of Personnel Management, Burke, VA.;
- **Noemi Pizarro-Hyman**, Deputy Chief Affirmative Employment Services Division, Defense Intelligence Agency, Washington DC; and
- **Rogelio Guevara**, Chief Inspector, Drug Enforcement Administration, U.S. Department of Justice, Washington, DC.

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## **LULAC Federal Training Institute Workshops (Continued)**



July 12, 2007 • Chicago, Illinois



### **The National Council of HEPMs' 3<sup>rd</sup> Annual Summit**

**Open to all FTI participants**

#### **Program Agenda:**

➤ **Back to Basics: HEP Foundational Roles**

What does it take to be an HEPM? What is my role as a supervisor? Gain some insight on the various roles and responsibilities that HEPMs were designed to be knowledgeable of from both the equal employment and human resources perspectives as part of the management team. Discuss and ask questions about the ideal roles HEPMs can serve to develop managerial and supervisory goals based on legal and workforce planning foundations to ensure that Hispanic issues are understood and steps taken to achieve the goal of fully representative workforce.

➤ **The HEPM and the HR Component**

Both HR and Civil Rights need to be a team, particularly when it comes to workforce diversity. There are direct linkages between HEPMs and HR to ensure the outreach and recruitment standpoints both selecting officials and potential applicants understand the various flexibilities available to bring Hispanics on-board into the Federal Government. This will be a discussion to help understand the intricacies of these flexibilities and how to use the HR process to your advantage in your employment outreach and your consultations with management.

➤ **Building the Business Case**

Once you understand the foundation, how do you gain management buy-in? This session will give you some key techniques you can utilize in developing a business case for the HEP based on not only demographic information but also agency strategic plans, human capital plans, and the MD 715 finding to name a few.

This is a key session for any program manager seeking to build the business case for diversity, outreach, and employment programs.

➤ **HEPM Town Hall Meeting**

Hispanic GS-15s and SESers sit down in a panel setting to field questions and give their insights on how to overcome typical concerns and challenges to effectiveness of the HEP. The discussions during our town hall meeting will serve as the catalyst for our interactive afternoon roundtable discussions.

➤ **Roundtable Discussions: Finding Solace and Solutions**

This is a session where the HEPMs are empowered to work together in small groups on issues HEPMs have identified as areas to address in order to increase HEP effectiveness. Recruitment, retention, SES representation, marketing, resources, strategic partnering are but a few of the areas that can be discussed in this session. All topics will be developed on-site by the summit attendees to address the key concerns we have collectively and identify solutions to effective program implementation. Discussion will be facilitated by a senior level leaders or HEPMs. Initial solutions to these issues will be discussed and presented at the end of the session as items HEPMs can use in building an outline to a plan of action.

➤ **HEPM Toolkit**

In a brief capstone to day that brings us full circle, the contents of the HEPM toolkit will be reviewed in an effort to identify how best to use the tools in that electronic document in order to enhance your foundation, execute a plan of action, market the Hispanic Employment Program, and begin to gain managerial buy-in.

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National Council of Hispanic  
Employment Program Managers

**National Council of Hispanic Employment Program Managers (NCHEPM)  
Third Annual Summit – 78<sup>th</sup> Annual LULAC Conference – Thursday, July 12, 2007**

**PROGRAM AGENDA**

<b>8:00-8:30 a.m.</b>	Registration	
<b>8:30-8:35 a.m.</b>	Welcoming Remarks	<b>Mr. Sean Clayton</b> Chairperson National Council of HEPMs
<b>BUILDING YOUR HEPM FOUNDATION – Morning session</b>		
<b>8:35-8:55 a.m.</b>	State of Hispanic Employment	<b>Mr. Jeffrey Vargas</b> Former Chairperson National Council of HEPMs Program Manager Department of Energy
<b>8:55-9:30 a.m.</b>	<u>Back to Basics: HEPM Foundational Roles</u>	<b>Mr. Sean Clayton</b> Chairperson National Council of HEPMs Human Capital Specialist Department of Energy
<b>9:30-9:35 a.m.</b>	Break	
<b>9:35-10:15 a.m.</b>	<u>HEPMs and the HR Component</u>	<b>Ms. Aurelie Eggert</b> Secretary National Council of HEPMs Human Capital Specialist Department of Labor
<b>10:15-10:55 a.m.</b>	<u>Marketing the Program</u> Building your Business Case	<b>Mr. Milton Belardo</b> Senior Policy Advisor Department of Commerce
<b>10:55-11:05 a.m.</b>	Break	

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National Council of Hispanic  
Employment Program Managers

**11:05a.m-11:45 p.m.** HEPM Town Hall Meeting **Moderator: Dr. Harry R. Salinas**  
Panelist Discussion Chairperson Emeritus  
National Council of HEPMs  
National USDA HEPM (retired)  
Panelists: SES and GS-15 - TBA

**12:00 – 2:00 pm** Unity Luncheon

### **DISCUSSION: STRATEGIC AND TACTICAL SOLUTIONS TO PROGRAM CHALLENGES – afternoon session**

**2:00 -3:30 p.m.** HEP Roundtable Discussions **Table Facilitators: National HEPMs**  
Finding Solace and Solutions **and SES/GS-15 panelist**  
(discussion areas determined on-site)

**3:30-3:40 p.m.** Break

**3:40-4:00 p.m.** HEPM Toolkit Review **Dr. Harry Salinas**  
Chairperson Emeritus  
National Council of HEPMs  
National USDA HEPM (retired)

**4:00-4:10 p.m.** NCHEPM/LULAC Partnership **Ms. Emma Moreno**  
Director of Federal Relations  
National LULAC Office

**4:10-4:25 p.m.** Putting Plans in Action and Closing Remarks **Mr. Cyrus Salazar**  
Vice-chairperson  
National Council of HEPMs  
EEO Specialist  
Department of Treasury

**4:25 – 4:30 p.m.** Evaluations



## **LULAC/FTI Chicago Youth-Collegiate Federal Career Forum and Recruitment Workshops** July 13, 2007 • Chicago, Illinois



The League of United Latin American Citizens invites you to participate in our 78<sup>th</sup> National Convention & Exposition: Empowering Latinos: Building Prosperity through Partnerships in Chicago, Illinois, July 9-July 14, 2007.

### **The Chicago Youth-Collegiate Federal Career Forum and Recruitment Workshops:**

Workshops are scheduled from 9:00 am – 3:00 pm on Federal and Military career opportunities for middle, high school, college and university students, career counselors and parents. Online and hands-on demonstrations on student programs, scholarships, and internships will be available to participants.

Federal and Military representatives will provide parents, administrators, faculty, and career counselors with an in-depth, informative, and interactive session on topics such as special appointing authorities, job qualifications, and benefits. The Navy Pier. *Free Admission.*

### **Exposition, Career & College Fair:**

Over 400 companies, federal agencies, and colleges showcase job opportunities and services. Bring your résumés and be ready to interview, as appropriate. *Free Admission.*

### **Make History:**

Join LULAC as we celebrate 78 years of service to the Latino community and set our agenda for the future!

### **Program Agenda:**

- Why Work for the Federal Government
- Federal Employment Application Process and Special Appointing Authorities
- Student Education Employment Program, Federal Internship Opportunities, Workforce Recruitment Program for College Students with Disabilities
- Senate and Congressional Employment Opportunities in Illinois
- CSI: Forensic Science
- Aviation & Aeronautics
- Exhibition Hall Tour

### **Conference Headquarters:**

Hyatt Regency Chicago  
Ask for FTI Government rate in the LULAC block.

To register or for more information contact the LULAC National Office at (877) LULAC-01 or visit our website at [www.lulac.org](http://www.lulac.org).

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# 2007 LULAC National Convention & Exposition

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## Registration

Pre-registration forms will be accepted up until June 15, 2007. After June 15, 2007 participants must register on-site. Print or type the requested information below as you would like it to appear on your name badge:

Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Agency \_\_\_\_\_ Council # \_\_\_\_\_

Address \_\_\_\_\_

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

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

LULAC Council # and office held (if applicable) \_\_\_\_\_

Check the appropriate box (es).

### Federal Training Institute

- Participant
- Leadership Competencies Coaching Seminar\*
- HEP Managers' Summit
- Panelist
- Speaker
- Exhibitor

### LULAC Council\*\*

- Committee Member
- Member
- Delegate
- Alternate

\*\*Must enter Council # on Council line.

\* Limited to 30 participants GS 14/15 in order of registration receipt. (Military equivalent to Lieutenant Colonel and Colonel.) ECQ Competencies information provided upon confirmation of FTI registration.

### Cancellation/Refund Policy:

Cancellations will be accepted in writing until June 15, 2007; all refunds will be issued after the convention. After June 15, 2007, registrations are non-refund-able.

### Registration Packages

- FTI—Federal Training Institute (Mon-Sat) \$ 395  
**Ask for FTI Government rate in the LULAC block.**

**Early Bird Discount!** Individuals purchasing full registrations will receive a \$25 discount if they pay in full by 6/1/07. FTI package includes registration, seminars, meals, and all events (6 days).

**Federal Training Institute participants should purchase the full package (includes registration, all seminars/training, and Convention activities).**

Total \_\_\_\_\_ Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

MasterCard    Visa    American Express

Payment can be made by cash, check or major credit card. For pre-registration, mail completed registration form along with check payable to **2007 LULAC National Convention** or credit card information to the address on the right. Credit card orders accepted by fax. There is a \$25.00 handling fee for all returned checks.

### LULAC Fiscal Office

201 East Main, Suite 605  
El Paso, TX 79901  
(915) 577-0726, FAX (915) 577-0914  
Email: [cmunoz@lulac.org](mailto:cmunoz@lulac.org)

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## 2007 LULAC National Convention & Exposition

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Open to the Public ► **Exposition & Career Fair** ► Free of Charge

Navy Pier  
Chicago, IL

### Three Exciting Days!

**The Exposition:** You are invited to visit one of the largest expositions of companies, federal agencies, and non-profit organizations offering services to the Hispanic community.

- Come talk to representatives of America's elite corporations and sample their products.
- Find out more about government agencies and what they have to offer you.
- Discuss programs and advocacy with leading non-profit organizations.

**The Career Fair:** Hot jobs, top companies, live interviews. Whether you are an employer looking for top talent or a professional looking for your next job, you will want to attend the LULAC Career Fair. This three-day event features great jobs from over 150 top companies and federal agencies, many ready to hire.

- Find out about thousands of job openings with competitive salaries.
- Have confidential discussions about career choices and opportunities for you.
- Bring your resume and be ready to interview.

**College Fair:** Free and open to the public, the college fair allows students to interact with admission representatives of colleges and universities to discuss course offerings, admission, academic programs, scholarships and financial aid requirements, student life in general, and other information pertinent to the college selection process. For more information on the College Fair, contact Erica Romo at [ERomo@LULAC.org](mailto:ERomo@LULAC.org) or (202) 833-6130 ext. 13

**FTI Chicago Youth and Colligate Federal Career Forum and Recruitment Workshops:** On Friday July 13, 2007, the Federal agencies will describe the "How To's" of navigating the federal government employment system, career options, scholarships, internships, and employment opportunities.

- See on-line presentation to government employment opportunities
- Meet role models
- Identify opportunities in your area of interest
- Understand student program opportunities

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# 2007 LULAC National Convention & Exposition

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## FEATURED EVENTS

- Monday, July 9**  
6 pm to 8 pm  
Attendance: 600  
**Opening Reception:** Kick off event is full of excitement as we preview a week-long convention full of important speakers, workshops, and panels.  
**Minimum Sponsorship Level: \$10,000.**
- Tuesday, July 10**  
6:45 to 8:30 am  
Attendance: 600  
12 pm to 2 pm  
Attendance: 700  
5:30 pm to 8 pm  
**Law Enforcement Awards Breakfast:** Recognizes outstanding Hispanics in law enforcement that have performed above and beyond the call of duty.  
**Minimum Sponsorship Level: \$10,000.**  
**Diversity Luncheon:** Celebrates the importance of diversity in the workplace featuring distinguished representatives from Corporate America and the federal government.  
**Minimum Sponsorship Level: \$20,000.**  
**Federal Training Institute Reception:** Recognizes federal employees who have contributed to the mission of the FTI and have provided support from their federal agencies.  
**Minimum Sponsorship Level: \$10,000.**
- Wed., July 11**  
Noon to 2 pm  
Attendance: 1000  
6 pm to 9 pm  
Attendance: 900  
**Partnership Luncheon:** Highlights LULAC's corporate and government partnerships. This is the perfect forum to promote your initiatives with LULAC.  
**Minimum Sponsorship Level: \$25,000.**  
**Local Council Event:** Hosted by local LULAC councils, this event highlights Hispanic leaders and supports local LULAC programs.  
**Minimum Sponsorship Level: \$25,000.**
- Thur., July 12**  
Noon to 2 pm  
Attendance: 1000  
5 pm to 7 pm  
Attendance: 1500  
6 pm to 8 pm  
Attendance: 800  
8 pm to 11 pm  
Attendance: 5000  
**Unity Luncheon:** Promotes unity among Hispanics and other communities in the United States. Speakers focus on working together to make America stronger.  
**Minimum Sponsorship Level: \$35,000.**  
**Sponsor & Exhibitor Reception:** Open to the Wisconsin Hispanic community, this event takes place in the exposition area and honors our sponsors and exhibitors.  
**Minimum Sponsorship Level: \$10,000.**  
**Youth & Young Adults Awards Banquet:** Highlights our youth and young adult programs. The event features an awards presentation for our future leaders.  
**Minimum Sponsorship Level: \$25,000.**  
**Concierto de la Gente:** LULAC's Concert for the People features top Latino entertainment in an event that is open to the public and free of charge.  
**Minimum Sponsorship Level: \$20,000.**
- Friday, July 13**  
7:30 am to 9 am  
Attendance: 400  
Noon to 2 pm  
Attendance: 800  
6 pm to 7 pm  
Attendance: 900  
7 pm to 9 pm  
9 pm to 11 pm  
Attendance: 1200  
**LNESC Breakfast:** Hosted by the LULAC National Educational Service Centers, this event celebrates LULAC's educational programs.  
**Minimum Sponsorship Level: \$10,000.**  
**Women's Hall of Fame Luncheon:** Focuses on the contributions made by Latinas to the U.S. and features the induction of 5 women into the LULAC Women's Hall of Fame.  
**Minimum Sponsorship Level: \$25,000.**  
**Presidential Reception:** Kicks off the main and best attended evening of the convention. This black tie event features Hispanic leaders from throughout the U.S.  
**Minimum Sponsorship Level: \$25,000.**  
**Presidential Awards Banquet and Ball:** This magnificent black-tie event highlights individuals who have given outstanding service to the Hispanic community throughout the year. Top national leaders deliver keynote address.  
**Minimum Sponsorship Level: \$50,000.**
- Sat., July 14**  
8 pm to 11 pm  
Attend: 800  
**President's Celebration:** Concluding event of the convention celebrates the election of LULAC's leadership.  
**Minimum Sponsorship Level: \$15,000.**

## SPONSORSHIP PACKAGES

Sponsoring an event or workshop at the LULAC Convention is an ideal way to reach out to national Hispanic leaders and influential community members. Sponsors of the 2007 LULAC National Convention will be recognized at all sponsored events and listed in all promotional material, including the convention program. The following packages are offered at the levels indicated.

### **Presenting Sponsor - \$150,000+**

Title sponsorship of the LULAC Convention is limited to one partner and includes double the diamond level sponsorship benefits in addition to having your company's name and logo included in the convention marketing materials (for example the 2007 LULAC National Convention presented by...). The presenting Sponsor will also have a speaking opportunity during the conference and a customized sponsorship marketing plan tailored to your needs.

### **Diamond—\$75,000+**

- Convention Diamond Sponsor
- Company Representative Introduced as Convention Diamond Sponsor at the Presidential Awards Gala
- Twelve 10'x10' Exhibit Spaces
- Two Reserved Tables for 10 at the Presidential Awards Gala
- One Reserved Table for 10 at each Luncheon
- One Minute Commercial Video Spot to be played during the Presidential Awards Gala
- One Page Letter with Picture of Corporate Official in Convention Program
- One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads
- One Full-Page Color Ad in the LULAC News
- Attendance at Selected VIP Functions
- Twelve Full Corporate Registration Packages
- Main Web Link
- Database of registered attendees for marketing purposes
- Signage Through-out the Convention

### **Presidential—\$50,000+**

- Convention Sponsor
- Company representative introduced as convention sponsor at the Presidential Awards Gala
- Eight 10'x10' Exhibit Spaces
- Two Reserved Tables for 10 at the Presidential Awards Gala
- 30 Seconds Commercial Video Spot to be played during the Presidential Awards Gala
- One Page Letter with Picture of Corporate Official in Convention Program
- One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads
- Attendance at Selected VIP Functions
- Eight Full Corporate Registration Packages
- Main Web Link
- Signage Through-out the Convention

### **Judicial—\$35,000+**

- Co-Sponsor of One Event
- Company representative introduced as Event Co-sponsor
- Six 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program-Premium Placement
- Attendance at Selected VIP Functions
- Six Complimentary Corporate Registration Packages
- Web Link
- Logo prominently displayed at Sponsored Function

### **Senatorial—\$25,000+**

- Co-Sponsor of One Event
- Company representative introduced as Event Co-sponsor
- Four 10'x10' Exhibit Spaces



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# 2007 LULAC National Convention & Exposition

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## SPONSORSHIP PACKAGES CONTINUED

- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program and Web Link
- Attendance at Selected VIP Functions
- Four Full Corporate Registration Packages
- Logo prominently displayed at Sponsored Function

### Congressional—\$20,000+

- Co-Sponsor of One Event
- Company representative introduced as Event Co-sponsor
- Three 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Color Ad in Convention Program and Web Link
- Three Full Corporate Registration Packages and Attendance at Selected VIP Functions
- Logo prominently displayed at Sponsored Function

### Patriot—\$15,000+

- Co-Sponsor of One Event
- Company representative introduced as Event Co-sponsor
- Two 10'x10' Exhibit Spaces
- One Reserved Table for 10 at Sponsored Function
- Full-Page Black & White Ad in Convention Program and Web Link
- Two Full Corporate Registration Packages and Attendance at Selected VIP Functions
- Logo displayed at Sponsored Function

### Patron—\$10,000+

- Co-Sponsorship of One Event
- One 10'x10' Exhibit Space
- Half-Page Black & White Ad in Convention Program and Web Link
- One Full Corporate Registration Package

### ADDITIONAL SPONSORSHIP OPPORTUNITIES

• Federal Training Institute	20,000
▪ Sponsor/VIP Lounge	20,000
• Youth Leadership Conference	20,000
• Young Adults Leadership Conference	20,000
• Hispanic Health Fair	20,000
• Registration Bags	20,000
• Commemorative T-shirts	20,000
• Shuttle Transportation	15,000
• Convention Program Book	15,000
• Convention Badges	15,000
• Town Hall Sponsorships	10,000
• Lapel Pins	10,000
• Convention Poster	10,000
• Convention Marketing Circular	10,000
• Conference Web Site	10,000
• Pocket Agenda	5,000
• Workshops	5,000
• Press Room	3,000
• Panelist/Speaker sponsorship	2,000

### IN-KIND SERVICES

#### Printing

Commemorative poster, promotional brochure.

#### Communication Equipment

Walkie-talkie radios, cellular phones, fax machines.

#### On-Site Office

Computers, printers, photocopy machines.

#### Ground Transportation

Shuttle service, rental vehicles.

#### Air Transportation

Complimentary tickets for speakers and VIPs.

#### Promotional Advertisements

Advertisement placements to promote convention.

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# 2007 LULAC National Convention & Exposition

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## SPONSORSHIP AGREEMENT

Please print or type the requested information below as it should appear in the convention program and name badge:

Name \_\_\_\_\_ Title \_\_\_\_\_

Corporation/Agency \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Select sponsorship level below. Enter the event you wish to sponsor: \_\_\_\_\_

**Presenting Sponsor—\$150,000:** Title sponsorship of the LULAC National is limited to one partner and includes double the diamond level sponsorship benefits in addition to having your company's name and logo included in the convention marketing materials.

**Diamond—\$75,000:** Convention Diamond Sponsor; Twelve Exhibit Spaces; Two Reserved Tables for 10 ; Video Spot; One Page Letter with Picture of Corporate Official; One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads; One Page Ad in LULAC News; Attendance at Selected VIP Functions; Twelve Full Registrations; Main Web Link; Signage Throughout the Convention

**Presidential—\$50,000:** Convention Sponsor; Eight Exhibit Spaces; Two Reserved Tables for 10; Video Spot; One Page Letter with Picture of Corporate Official in Convention Program; One Convention Program Back Cover (subject to availability) or Two Full-Page Color Ads; Attendance at Selected VIP Functions; Eight Full Registrations; Main Web Link; Signage Throughout the Convention

**Judicial—\$35,000:** Co-Sponsor of One Event; Comment Opportunity at Sponsored Event, Six Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad in Convention Program; Attendance at Selected VIP Functions; Six Full Registrations; Web Link; Logo Displayed at Function

**Senatorial—\$25,000:** Co-Sponsor of One Event; Comment Opportunity at Sponsored Event, Four Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad in Convention Program; Attendance at Selected VIP Functions; Four Full Registrations; Web Link; Logo Displayed at Function

**Congressional—\$20,000:** Co-Sponsor of One Event; Comment Opportunity at Sponsored Event, Three Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Color Ad; Attendance at Selected VIP Functions; Three Full Registrations; Web Link; Logo Displayed at Function

**Patriot—\$15,000:** Co-Sponsor of One Event; Comment Opportunity at Sponsored Event, Two Exhibit Spaces; One Reserved Table for 10 at Sponsored Function; Full-Page Black & White Ad in Convention Program; Two Full Registrations; Web Link; Logo Displayed at Function

**Patron I—\$10,000:** Co-Sponsorship of Event; One Exhibit Space; Half-Page Black & White Ad in Convention Program; Web Link; One Full Registration

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**Mail this agreement and check to:**

**LULAC National Office**

2000 L Street, NW, Suite 610

Washington, DC 20036

(202) 833-6130 FAX (202) 833-6135

**Make check payable to:** 2007 LULAC National Convention. For more information about sponsorship packages, advertisements and exhibits, call (202) 833-6130 or email: [ERomo@LULAC.org](mailto:ERomo@LULAC.org) or visit our website at: [www.LULAC.org](http://www.LULAC.org).

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# 2007 LULAC National Convention & Exposition

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## ADVERTISING AGREEMENT

The 2007 LULAC National Convention Program provides an excellent opportunity for placing recruitment and community relations advertisements highlighting your corporate contributions to the Hispanic community. Over 7,000 copies will be distributed.

Please print or type the requested information below to advertise in the convention program:

Name \_\_\_\_\_ Title \_\_\_\_\_

Corporation/Agency \_\_\_\_\_

Representing Agency \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Please indicate choices below (trim sizes shown):

- Full Page Color (8.5"x11")..... \$2,000
- Full Page Black & White (8.5"x11")..... \$1,500
- Half Page Black & White (8.5"x5.5") ..... \$750
- Quarter Page Black & White (4.25"x5.5") ..... \$500
- Inside Covers—Full Page—Color only ..... \$3,000
- Back Cover—Full Page—Color only ..... \$3,500

### Notes:

- 1). Program dimensions are 8.5" x 11". No charge for bleed, but provide 1/8" bleed area all around. Live area is 1/4" less than trim all around.
- 2). Preferred material: PDF digital material which can be sent to the address below or emailed to [LJOlmos@LULAC.org](mailto:LJOlmos@LULAC.org). We also accept black and white ad slick with film negatives, right side reading, emulsion side down. Four-color ads require a color proof or color key with color separation provided right side reading, emulsion side down, 175 line screen.
- 3). Ad material returned only upon request.
- 4). **No cancellations** after closing date of **June 15, 2007**.
- 5). The publisher and LULAC shall be under no liability for errors made by the advertiser or loss by reason of any errors arising out of publication.

Mail this agreement and payment to the LULAC Washington Office. Mail the camera ready ad to address listed below. Publisher reserves the right to assign all advertising space. All prices are net and non-commissionable. This agreement, artwork, and payment must be received by **June 15, 2007**.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

Make checks payable to the **2007 LULAC National Convention** and mail to the LULAC National Office. Credit card orders accepted by fax. For more information, contact Brenda Alvarez at (202) 833-6130 or visit our website at: [www.LULAC.org](http://www.LULAC.org).

**LULAC National Office**  
2000 L Street, NW, Suite 610  
Washington, DC 20036  
(202) 833-6130 FAX (202) 833-6135

Total \_\_\_\_\_ Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

MasterCard    Visa    American Express    Signature \_\_\_\_\_

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# 2007 LULAC National Convention & Exposition

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## JULY 11-JULY 13, 2007 EXHIBITOR AGREEMENT

The LULAC Convention Exposition is the premier venue for showcasing products and services to the Hispanic community and recruiting employees. Open to the general public, more than 15,000 people attend the exposition each year. Please print or type the requested information below to exhibit:

Name \_\_\_\_\_ Title \_\_\_\_\_

Corporation/Agency \_\_\_\_\_

Representing Agency \_\_\_\_\_

Address \_\_\_\_\_

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

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

Please indicate your choices below and fax to 202-833-6135:

\_\_\_\_\_ Number of spaces requested (10'x 10'). Exhibit dimensions \_\_\_\_\_ Space # \_\_\_\_\_

\_\_\_\_\_ Yes, I need the standard exhibitor's equipment package consisting of an 8' high back drape, 3' high side rails, one six foot table, two chairs, waste basket and an I.D. sign.

\_\_\_\_\_ No, I do not need the standard exhibitor's package.

Please circle the desired plaza:      **Corporate**      **Government**      **Career Fair**      **Non-Profit**      **College**

### 2007 LULAC EXPOSITION HOURS

<b>Wed, July 11</b>	<b>Thu, July 12</b>	<b>Fri, July 13</b>
10am-12pm	9am-12pm	9am-12pm
2pm-5pm	2pm-7pm	2pm-4pm

Move-in begins at **8 am** on **July 10**.  
Move-out begins after **4 pm** on **July 13**

Contact: **Hargrove Inc.** for your decorating & shipping needs  
**One Hargrove Drive, Lanham, MD 20706**  
**Phone: 301-306-4627 Fax: 301-731-5438**  
**customerservice@hargroveinc.com**

**Notes:** All exhibitors receive one complimentary registration per space purchase, and a listing in the convention program. Full payment is requested with this signed agreement. The LULAC Convention coordinators reserve the right to establish whatever rules may be required to guarantee the safety and appearance of the convention and the exhibit area. The exhibit area is not carpeted. Electric and internet connections are not included in the cost per space indicated below:

<b>Agreement Forms Received</b>	<b>Before 6/1/07</b>	<b>After 6/1/07</b>
Corporate (10' x 10')	\$2,000	\$2,500
Government, Career Fair (10' x 10')	\$1,500	\$2,000
Non-Profit, College Fair (10' x 10')	\$1,000	\$1,500

Mail this form & payment to the address below: Exhibit registration cut-off is July 1, 2007.

Signature of Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

Make checks payable to the **2007 LULAC National Convention** and mail to the LULAC National Office. Credit card orders accepted by fax or Email: [ERomo@LULAC.org](mailto:ERomo@LULAC.org) for more information or visit our website at: [www.LULAC.org](http://www.LULAC.org).

**LULAC National Office**  
2000 L Street, NW, Suite 610  
Washington, DC 20036  
(202) 833-6130 FAX (202) 833-6135

Total \_\_\_\_\_ Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

MasterCard    Visa    American Express    Signature \_\_\_\_\_