

# Dialogue and Directions

The Council Culture of Accountability



June 9 – 10, 2008

The Westin Gateway, Arlington, VA  
Administration on Developmental Disabilities  
Technical Assistance Institute

**TECHNICAL ASSISTANCE INSTITUTE  
MEETING REGISTRATION FORM  
THE WESTIN ARLINGTON GATEWAY, ARLINGTON, VA**

Registration Deadline: **May 8, 2008**

Please provide the following information to register for the Institute:

Name:

*As you want it to appear on  
your name badge*

Council Name:

Mailing Address:

City, State, Zip  
Code:

E-mail Address:

Phone:

Fax:

Personal Attendant Information - if applicable

Name:

Accommodations: Please list any accommodations that you will need at the Institute:

Alternative Formats: Please list any alternative formats that you will need at the Institute:

**Please send your registration form to:**

**Pat Brown, NACDD**

**[pbrown@nacdd.org](mailto:pbrown@nacdd.org) or fax to 703-739-6030**

**mailing address: 225 Reinekers Lane, Suite 650-B, Alexandria, VA 22314**

Registration fee is \$215.00 per person. This fee provides breakfast each day with an opportunity to network with other Council members and staff; all beverage and refreshment breaks; lunch each day of the Institute feature special speakers; a networking reception on is planned late afternoon/early Monday evening!

Check, Purchase Order, State Voucher or Credit Card information must accompany this form. We accept VISA and MasterCard only. Please enter your billing address below if it differs from the mailing address listed on the registration form.

Name:

Payment is enclosed

State Voucher

Payment will be made on site

Purchase Order

Check/Voucher/PO # \_\_\_\_\_

Please charge to my:  VISA  MasterCard

Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_

Important note: There is a 4% credit card fee applied for credit card processing

Institute fees are refundable if the request is received in writing (letter, fax or email) no later than 5:00 p.m. EDT on May 23, 2008. After this date, no refunds will be given. Refund checks will be mailed after the Institute.

Credit card billing address:

Personal Assistant:

Special Dietary Requirements: If you have special dietary requirements (e.g. Diabetic, Food Allergy, and Vegetarian), please list them below:

► **Important! [YOU MUST MAKE YOUR OWN HOTEL RESERVATIONS](#)**

Hotel accommodations: The Westin Arlington Gateway  
801 North Glebe Road, Arlington, Virginia 22203

Reservations can be made **on-line** through the following web address:  
<http://www.starwoodmeeting.com/Book/nacdd2008>

If you choose to contact the hotel directly (at 703-717-6200), please identify yourself as part of the "[NACDD Technical Assistance Institute 2008](#)" group to receive the group rate.

Room rates:	
Single	\$209.00
Double	\$209.00

There are 12 accessible rooms available at this hotel. Please indicate with your reservation what special items you need (such as shower chair, TDY, other)

**Hotel cut off date: May 8, 2007**

**NOTE: If you do not make reservations by this date, the guaranteed room rate will not be honored.**

Check in time – 3:00 p.m.      Check out time – 12:00 p.m.

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2008 Institute Program Highlights – as of 3/31/08

A grants and contracts education series featuring RFP/CFI/CFA development; ethical considerations for Council members; innovative approaches to sub-contracting; strategies to improve responses to Council initiatives; developing performance measures; assisting the poor contract performer and others will be offered during the 2008 Institute. Additionally, sessions on the following topics are planned:

- Evaluating the Executive Director
- Legislative Advocacy for the Council Member
- Self Advocacy Goals – How do Councils' demonstrate compliance?
- DD Suite 4.0 – The Next Generation
- Independent Evaluation – Pilot State Update
- Facilitated discussions with ADD Central Office Council Team
- Making sense of the Data – ADD process for reviewing Council federal reports
- Long term measures focus group for Executive Directors
- Cracker Barrel sessions for Council members and Council staff

*If you need an expanded program with full session descriptions, please contact [smatney@nacdd.org](mailto:smatney@nacdd.org)*