

# DISTRICT OF COLUMBIA ASSOCIATION OF PARLIAMENTARIANS

JANUARY, 2014

**TO: Members, DCAP  
Nonmembers, DCAP**

**RE: Annual Convention 2014**

On behalf of the Board of Directors and the 2014 Convention Committee, we invite you to attend the 45<sup>th</sup> Annual DCAP Convention to be held on Saturday, March 15, 2014, at the Washington Navy Yard. Registration will begin at 8:30AM. The theme for this year is “Embracing Parliamentary Procedures for the Future”.

While we can appreciate that you have a very busy schedule, we strongly encourage you to consider taking some time to join us at the convention which is open to members, family, and friends. Come and seek answers to questions such as how to make your meetings more effective and interesting, or how to shorten your meetings, or simply to gain a better understanding about what is a parliamentarian.

We invite you to join us by completing the attached registration form and returning it with your check, made payable to DCAP, to the address shown on the registration form. Additionally, we encourage you to consider advertising in our program booklet in accordance with the ad schedule attached for your review.

Please share this information with your civic, church, and fraternal organizations, family and friends. If you have any questions, please call Mrs. Ferial Bishop, Convention Chairman at 202 686-1175 or at [fasbishop@aol.com](mailto:fasbishop@aol.com).

We look forward to meeting you!

*Ferial S. Bishop*  
**Ferial S. Bishop, PRP  
Chairman, 2014 Convention**

*Margaret Smith Perkins*  
**Margaret Smith Perkins  
President, DCAP**

**cc: Registration Form  
Advertising Schedule**

**DISTRICT OF COLUMBIA ASSOCIATION OF PARLIAMENTARIANS  
45<sup>th</sup> ANNUAL CONVENTION**

**Saturday March 15, 2014**  
Registration 8:00 a.m. Conference 9:00 a.m.

***EMBRACING PARLIAMENTARY PROCEDURES FOR THE FUTURE***

**Ann L. Rempel, PRP - Guest Speaker**  
**National Secretary, National Association of Parliamentarians**

Naval District of Washington Catering & Conference Center  
Washington Navy Yard/6<sup>th</sup> & M Streets SE – Building 211  
1454 Parsons Avenue, S.E.  
Washington, DC 20374-5092

(Enter through 6<sup>th</sup> & M Street Gate, State or Federal photo ID required for all attendees)

**Registration @ \$50.00 per Person**

(Includes continental breakfast and lunch)

Make checks and money orders payable to DCAP and mail to:

Jason V. Morgan, RP, Registrar  
P.O. Box 3824  
Merrifield, VA 22116-3824

Email: [jvmorgan@gmail.com](mailto:jvmorgan@gmail.com) Phone 443-538-4338

Payment and registration information must be received no later than  
**March 5, 2014**

---

**To meet heightened Navy Yard security requirements, it may be necessary to submit a complete list of participants *one week before the Convention* Register *early* to ensure you are able to attend**

Registration type:  Member /  Guest  First time attendee at DCAP Convention

Name (as it appears on photo identification) \_\_\_\_\_

Photo identification number \_\_\_\_\_

Type of identification:  Driver's License  Passport  School ID  Company Badge

Guest 1 Name \_\_\_\_\_ ID number \_\_\_\_\_ ID type \_\_\_\_\_

Guest 2 Name \_\_\_\_\_ ID number \_\_\_\_\_ ID type \_\_\_\_\_

Use the back of the form to enter the names, identification information, and meal choices for additional guests

Regular Member /  Registered Parliamentarian /  Professional Registered Parliamentarian

UNIT \_\_\_\_\_ /  Member-at-Large

Phone \_\_\_\_\_ Email \_\_\_\_\_@\_\_\_\_\_

Address \_\_\_\_\_

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

Total for attendees \$ \_\_\_\_\_ at **\$50.00** each Buffet Luncheon will be served.

**DISTRICT OF COLUMBIA ASSOCIATION OF PARLIAMENTARIANS  
45<sup>th</sup> ANNUAL CONVENTION  
MARCH 15, 2014  
PROGRAM ADVERTISING RESERVATION FORM**

Ads should be emailed to [lavdenaorr@hotmail.com](mailto:lavdenaorr@hotmail.com) and must be camera ready. We encourage you to use high-resolution (at least 300dpi) images to ensure high-quality, clear ads. Ads will be accepted in PFD or JPEG file formats only. Be sure to include all requested information on the Program Advertising Reservation Form in your email.

If you have question, contact [lavdenaorr@hotmail.com](mailto:lavdenaorr@hotmail.com) or  
202-321-6880

Please include this form with your payment.

Checks or Money orders are made payable to DCAP and should be mailed to:  
Lavdena Orr, Coordinator, Advertisement Sub-Committee, 8030 14<sup>th</sup> Street NW  
Washington, DC 20012

- Full page-\$100.00
- Half page-\$ 50.00
- Quarter page - \$25.00
- Business Card- \$20.00

**Note: Color ads are an additional \$15.00 per category**

- Donors-\$15.00
- Patrons-\$10.00

Submit your ad electronically to [lavdenaorr@hotmail.com](mailto:lavdenaorr@hotmail.com)

Complete this form and return with payment by February 28, 2014. Please type or print legibly.

Name:	Address:
Business Name:	City:
Phone Number:	State: Zip:
Ad File Name:	Email Address:
Type and number of Ads <input type="checkbox"/> Full page-\$100.00/\$115.00 <input type="checkbox"/> Half page-\$50.00/\$65.00 <input type="checkbox"/> Quarter page - \$25.00/\$40.00 <input type="checkbox"/> Business Card- \$20.00/\$35.00	Type and number <input type="checkbox"/> Donor-\$15.00 <input type="checkbox"/> Patron-\$10.00

**PAYMENT INFORMATION**

Checks/Money Orders made payable to: DCAP

Total Amount: \_\_\_\_\_ Check/Money Order# \_\_\_\_\_