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 45th 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 fasbishp@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
45th 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/6th & M Streets SE – Building 211
1454 Parsons Avenue, S.E.
Washington, DC 20374-5092
(Enter through 6th & 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 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
45th ANNUAL CONVENTION
MARCH 15, 2014

PROGRAM ADVERTISING RESERVATION FORM

Ads should be emailed to 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 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 14th 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

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

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**PAYMENT INFORMATION**

Checks/Money Orders made payable to: DCAP

Total Amount:___________________ Check/Money Order#_______________