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**U.S. SENATE
PRESS SECRETARIES
ASSOCIATION**



SPSA Annual Conference – New York City

January 7-9, 2010

REGISTRATION FORM: To register, please return this completed form and complete your payment by check or PayPal by **December 15, 2009**.

Name:		Date:	
Senate Office:		Title:	
Office Address:	E-mail:		
	Cell:		

COSTS:

Transportation: door to door transport \$160.00

Thursday, January 7: U.S. Senate to W Hotel NYC

Friday, January 8: Transport to meetings in NYC

Saturday, January 9: W Hotel NYC to U.S. Senate

Event Fee \$50.00

Conference materials, refreshments, incidentals

2010 SPSA Dues \$30.00

TOTAL: **\$240.00**

Please check one: *Check enclosed, made payable to Senate Press Secretaries Association*

Paid via PAYPAL at senatepress.org (cannot be processed until confirmed)

NOTE - A detailed receipt will be provided for each of the expenses listed above.

**Please return completed forms and payment to Katinka Podmaniczky
in Senator Carper's office (513 Hart) or via email Katinka_Podmaniczky@carper.senate.gov.**

DEADLINE: DECEMBER 15, 2009

ACCOMODATIONS

W Hotel Union Square

201 Park Avenue South
New York, New York 10003

Cost (Thursday, January 7th and Friday, January 8th)

*NOTE: *** Room charges will be settled at check-out. A credit card number is required to hold your reservation (see below). You will not be charged until you check out of the hotel. Make sure to keep your check-out receipt for reimbursement by your office. ****

\$249 per night (King Single Room)

Additional Nights

The W has agreed to extend the highly discounted SPSA rate to members who wish to stay Saturday night, January 10. If you plan to stay the extra night, indicate so here. (Please note that you will need to make alternative arrangements for your return trip.)

I would like to book an extra night at the W Hotel – Saturday, January 9th.

Credit Card Details

Card Type: _____

Name on Card: _____

Card Number: _____

Expiration Date: _____

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