

National Conference of Bankruptcy Clerks 2019 Annual Conference Fact Sheet

Location and Dates:

The conference location is Chicago, Illinois.

The conference dates are August 5 – 8, 2019.

Registration Dates and Fees:

Conference registration will open Wednesday, May 1 at 2:00 PM EST. An email announcement will be sent to all NCBC members whose dues are current when conference registration is open.

The conference registration fee schedule through May 31, 2019 is:

\$400.00 for current NCBC members (Current member as of March 8, 2019)
\$450.00 for non-members

Registration closes on June 1, 2019.

The registration fee includes:

- NCBC Educational Program
- A welcome reception for conference attendees on Monday evening
- Breakfast on Tuesday, Wednesday, and Thursday
- Evening event on Wednesday

Registration fees are payable by purchase order or credit card. Purchase Orders are due by **June 3** to be made payable to:

National Conference of Bankruptcy Clerks
1 Windsor Cove, Suite 305
Columbia SC 29223
Phone: 800-445-8629

Please email purchase order to: courtney@jee.com

NCBC now registered in SAM – Note to Finance Staff:

To simplify the procurement and payment procedures for court staff, the NCBC is now registered as a vendor in SAM. When creating purchase requests, purchase orders or payments, finance staff should search in JIFMS using our full name (National Conference of Bankruptcy Clerks) or by searching for our DUNS number (079994087). Select the NCBC mailing address to populate our information directly into your procurement document. As with any JIFMS payment, when it comes time to pay the invoice be certain to follow the best practices in the JIFMS job aid (How to Create a General Payment Voucher). Using the Comments to Print field, reference an invoice

number or your purchase order number in your payment document as this will greatly assist us in properly applying your payment.

Registration Fee Cancellation/Refund Policy:

You cannot substitute another person if there is a waiting list for the conference.

NO refunds or replacements will be made after June 24, 2019.

Hotel Information:

After you register for the conference, you will be provided with a link to the conference hotel to reserve a room under the NCBC room block. Please do not share the link with non-confirmed attendees. Only conference registrants are permitted to make hotel reservations under the NCBC room block. If you are not registered for the conference and make a hotel reservation under the room block, your room will be cancelled immediately.

Hotel rate is: **\$183.00** per night (FY2019 government rate) plus applicable fees and taxes.

Attendees can reserve hotel rooms before and after the conference dates at the same rate, based on hotel capacity.

Additional conference information is available at www.ncbcweb.com/2019-home

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