

Registration Form

Above & Beyond Administrative & Support Ethics Retreat Theme: "Motivate, Communicate, and Facilitate"

Wednesday, August 29, 2012
8:30 am – 2:30 pm
Bldg. 31- C Wing, 6th floor Conference Rm. 6

Name: _____ IC: _____ Phone: _____

Position: _____ Bldg/Room: _____

Registration will close on Friday, August 17, 2012. The retreat begins at 8:30 am with registration and networking opportunities; the program begins at 9:00 am.

A discounted box lunch will be available for the retreat attendees who request and pay for it in advance. The lunch costs \$7.00 and will include a sandwich on a sub roll, chips, and a beverage. A vegetarian lunch is available. If you wish to purchase a box lunch, please indicate your choice below and submit your \$7.00 in cash or check (payable to Felecia Taylor).

Ham Salad No Lunch

Turkey **Indicate your choice and submit your \$7.00 by COB August 15, 2012.**

Vegetarian

Round Table Discussion: Participants are encouraged to enjoy their lunch during the Round Table Discussion being held during the lunch hour. The Round Table provides an opportunity for attendees to meet with Holli Beckerman Jaffe, the Director of the NIH Ethics Office (NEO), ask questions, and "get to know" Ms. Jaffe. To provide adequate time for preparation or to obtain information, please submit your questions to Felecia Taylor, no later than COB on August 15, 2012.

Above and Beyond Award: The *Above and Beyond Award* will be presented during the closing session of the retreat. See the nomination information distributed with the registration, or contact Felecia Taylor (email below) for a copy. Award nominations are due by COB on **Friday, August 3, 2012**. Late submissions will not be accepted.

Individuals with disabilities who need reasonable accommodation to participate in this retreat may contact Felecia Taylor @ taylorf@mail.nih.gov or (301) 402-6628 by cob August 15, 2012.

We look forward to seeing you at the Above & Beyond Ethics Retreat!