

BLACKS IN GOVERNMENT - REGION X

29th ANNUAL REGIONAL TRAINING CONFERENCE

MAY 26 - 27, 2011

***“The New BIG: Taking Chances,
Making Changes, and Preparing Leaders”***



Beautiful Seattle by Tim Knight

**Hosted By the
Doubletree Hotel Seattle Airport
18740 International Boulevard
Seattle, WA 98188
206-246-8600**



**BIG's 29th Annual Regional Training Conference
May 26 - 27, 2011**

W h o W e A r e

Blacks In Government was conceived by the Department of Health, Education and Welfare (DHEW) black federal employees at the Park Lawn Building in Rockville, Maryland. The organization was viewed as essential to minority civil service employees based on a wide assortment of problems faced by the DHEW employees in Rockville. Initially, it was thought that the umbrella organization would address only the problems existing at the Federal level. It was soon determined however that state, county, and municipal employees were faced with the same general type of employment problems.

Blacks In Government was organized in 1975 and incorporated as a non-profit organization under the District of Columbia jurisdiction in 1976. BIG's members are civil servants throughout all levels of government and private industry. The first National Training Conference was held in 1979. BIG is committed to improving public service through promoting equity, excellence, and opportunity in the workplace.

INVITATION TO THE BIG CONFERENCE

Blacks In Government (BIG), Region X, extends an invitation to you to attend the 29th Annual Regional Training Conference (RTC), May 26 - 27, 2011 at the Doubletree Hotel Seattle Airport, 18740 International Blvd., Seattle, WA. This year's conference theme, "**The New BIG: Taking Chances, Making Changes, and Preparing Leaders,**" focuses on BIG's continued commitment to assist employees with improving job performance and to promote career development.

WHAT IS BIG?

BIG is a 501-(C) 3 non-profit organization, whose members are civil servants throughout all levels of government and private industry. Incorporated in 1976 as an employee advocacy and professional development association, BIG held its first conference in 1979. BIG is committed to improving public service through promoting equity, excellence and opportunity in the workplace.

THE PURPOSE OF THE CONFERENCE IS TO PROVIDE:

- Employment Training
- Professional Development
- Skills Enhancement
- Job Opportunities & Job Fair
- Increase the awareness of public policies that may affect work and life
- Resource Material
- Networking Opportunities
- Career Long Learning

The conference is designed to train, develop, and increase the professional skills of attendees so they may provide the best customer service to employers, co-workers, and to the general public. Areas of training include; Technology, Health Care, Science, Equal Employment Opportunity, Acquisitions, Financial Management, Project Management, Retirement Planning, Homeland Security, and many other service orientated functions.

REGISTRATION COST

BIG Member: \$ 250.00
Non - Member: \$ 275.00

SPECIAL RATES

Student: \$ 175.00
Retired: \$ 175.00

Registration includes the General Sessions, Workshops, Exhibits, Luncheon and the closing Plenary Banquet.

CONFERENCE LOCATION

Doubletree Hotel Seattle Airport
18740 International Blvd.
Seattle, WA 98188

The BIG conference room rate is \$ 129.00 per night. Please call the **Doubletree Hotel at 1-800-222-8733 or 206-246-8600** and ask for the BIG group rate. **Reservations must be made by May 13, 2011 to receive the discount rate.**



DOUBLETREE HOTEL SEATTLE AIRPORT

REGISTRATION METHOD

Early registration is always encouraged!

BY MAIL: (DO NOT SEND CASH) Please send your registration form with payment or purchase order to:

Blacks In Government - Region X
P.O. Box 18976
Seattle, WA 98118

Attn: Ms. Freddie Curry
Registration Chairperson

BY FAX: Contact Ms. Curry if you wish to fax your registration form with credit card information or a purchase order.

A separate registration form is required for each registrant. Photocopying of the form is permitted. Registration forms must be received by mail or fax no later than **May 10, 2011**.

AMERICANS WITH DISABILITY ACT (ADA POLICY)

The conference site is accessible to individuals with disabilities. Individuals requiring special accommodations to attend the conference should contact the hotel in advance to make special arrangements.

REGISTRATION PROTOCOL

Pre-Registration: A written registration confirmation will be sent to all attendees upon receipt of the completed Pre-Registration Form. Attendees should bring the confirmation form with proper identification to the on-site conference registration area to receive their **Official Registration Packet**, including a name badge, program guide, certificate of training and general conference information

On-Site Registration: Members and non-members must register on-site after May 13, 2011. An additional charge of \$15.00 will be added to the Pre-Registration fee for on-site registration. Cash, major credit cards, training authorizations, purchase orders, or government checks are acceptable forms of payment. Personal checks will not be accepted.

ADMISSIONS/NAME BADGES

A conference name badge or ticket is required for admission to all workshops and conference activities. Attendees must wear their name badges during the entire conference.

REFUND AND CANCELLATION POLICY

A written cancellation notice must be received by BIG no later than May 20, 2011, to obtain a refund. All cancellations will be assessed a 50% processing fee. A request for refund or cancellation will not be honored after May 20, 2011. Confirmed registrants "No Shows" are liable for the full registration fee. Refunds will be processed within 30 days after the official conference closing date.

OPENING PLENARY

The Opening Conference Plenary will be held Thursday morning, May 26, 2011. This session welcomes attendees to the conference and provides a general conference overview. Special guests, the Conference Chairperson and the BIG President will open the annual event.

RTC TRAINING SESSIONS

The conference training sessions will also begin on Thursday, May 26, 2011. The training sessions will be geared towards professional development in key areas of public administration.



CONFERENCE EXHIBITS

Join your colleagues at the Exhibits Showcase after a workshop filled day for shopping and viewing of spectacular products available for sale. Specialty items, clothing, jewelry, art, books, and many other products are available.

CLOSING PLENARY

The Closing Plenary will be held Friday, May 27, 2011, beginning at approximately 7:00 p.m. An exciting and motivating keynote speaker will bring closure to the annual conference.

ADDITIONAL INFORMATION

Charles Oliver BIG President	(206) 850-3581
Patience Jones Conference & Workshop Chair	(206) 501-5596
R. Shawn Henderson Registration Chair	(907) 723-6217
Freddie Curry Registration Chair	(425) 558-9620
Evelyn Young Gospel Jubilee	(206) 764-2915
Jacquie Jones-Walsh Exhibits Chair	(206) 654-7152
Rose Smith Souvenir Journal	(206) 200-2900

CONFERENCE TRAINING SESSIONS

A preview of training categories for continued education and professional development that may be offered at this year's conference are listed below. A number of training sessions will be offered in each category. Specific course titles are currently being designed by the training experts and will be posted daily during the conference. Training sessions are filled on a first come basis and are subject to change. The training session categories that will be offered during the conference include the following:

CD	CAREER DEVELOPMENT	EP	EEO/PERSONNEL
CS	COMMUNICATION SKILLS	TP	TECHNICAL AND PROFESSIONAL SKILLS
IT	INFORMATION TECHNOLOGY	HP	HEALTH, NUTRITION AND FITNESS
PQ	PERSONAL EFFECTIVENESS	ML	MANAGEMENT AND LEADERSHIP SKILLS
BG	BIG LEADERSHIP TRAINING		

BIG reserves the right to substitute or cancel training sessions due to circumstances beyond our control. This will only occur if a presenter, for an unavoidable reason, is unable to honor his/her commitment. In that event, we will make every effort to substitute that presenter or training session with a similar training session and presenter with comparable qualifications.

CD – CAREER DEVELOPMENT

Career development and career management must be a high priority for employees in today's business world. In today's highly competitive workplace, individuals must continuously re-evaluate their skills and explore activities that will improve their potential for advancement. The Career Development category includes training sessions that provide career planning strategies, tools, and techniques that can effectively be used to overcome obstacles to career advancement. The training focuses on building a more productive career while developing new skills through education and applied experiences.

CS – COMMUNICATION SKILLS

Communication is a critical component for all professionals and working staff. Employers value those who can effectively communicate well in person and in writing. Effectively listening is also a critical communication skill not to be overlooked. This training category features training that will provide essential tools for overcoming barriers that prevent effective communications. Techniques for communicating effectively with the public, co-workers, supervisor, and/or senior executives will be reviewed and practiced. Overviews on oral and written communication, interpersonal skills, and formal and informal presentations will be examined as well.

IT – INFORMATION TECHNOLOGY

Computers are not just for programmers anymore. They have become essential tools for integrating the many elements of information technology (IT). Learn cutting edge technology and advance your career with our career-related IT training. The IT subject category provides training in the skills needed to successfully participate in and support the increasingly visible role of IT in daily life. The training is designed to familiarize attendees with methods, concepts, and practical applications of IT in the workplace and it will prepare attendees to meet the most common IT challenges.

PQ – PERSONAL EFFECTIVENESS/QUALITY OF WORK LIFE

Many organizations are increasingly recognizing the value of human capital. Personal and professional development is of paramount importance in improving workforce productivity. A good approach to personal development and quality of life issues leads to greater motivation and higher morale. Employees who develop a good balance between personal and professional development often serve their agencies best by contributing fresh and creative approaches to workplace challenges. This training category includes training workshops on time and stress management, working effectively with others, and dealing with difficult customers.

BG – BIG LEADERSHIP TRAINING

Learn the history of Blacks In Government, Parliamentary Procedures, and more about the goals, objectives, and mission to assist employees and BIG members. This category is designed to increase awareness of the organization and of societal forces affecting today's workplace. Regional/Chapter Bylaws, the National Constitution, Robert's Rules of Order, and other policies and procedures will be reviewed and explored.

TRAINING SESSIONS CONTINUED



EP – EEO/PERSONNEL

Explore the historic and legal framework for Equal Employment Opportunity, then build on that knowledge by learning more about the EEO complaint handling process, affirmative action and diversity. This category includes a wide variety of training and technical assistance on federal, state, and local labor issues, EEO issues, alternative dispute resolution, employment discrimination, diversity, complaints and the resolution process, affirmative action, and other topics that affect employment.

TP – TECHNICAL AND PROFESSIONAL SKILLS

Public and private organizations continue to search the workforce for quality employees with technical and professional expertise required to succeed in the future. As federal, state, and local government agencies lose employees due to retirement, new qualified and trained staff is required. Experts will conduct training sessions necessary for employees to learn about professional certification in financial management, acquisitions, accounting, project management, program management, and information technology.

HP – HEALTH, NUTRITION AND FITNESS

It is no secret that healthy employees are more productive in the workplace. Public and private agencies are more aware of this fact now than in past years. Healthy staffs have fewer sick days, have more energy, and generally maintain a more positive attitude in performing work related tasks. This category includes training sessions on healthy lifestyles, strategies for handling stress, nutrition and diet tips for maintaining energy, and techniques for planning and implementing a fitness routine.

ML – MANAGEMENT AND LEADERSHIP SKILLS

Good managers are essential in the enhancement of an organization's overall leadership. Effective leadership development is beneficial to an organization, as well as the organization's leaders and managers. The Management and Leadership category focuses on training that develops the managerial skills, tools, techniques, and practices that every manager or leader needs to be effective in the 21st century. Training sessions are designed to create a foundation and enhance leadership skills for new and entry-level managers, as well as senior executives.

BLACKS IN GOVERNMENT - REGION X



29th ANNUAL REGIONAL TRAINING CONFERENCE

Two Day Conference
*“The New BIG: Taking Chances,
Making Changes, and Preparing Leaders”*



CONFERENCE SCHEDULE

THURSDAY, MAY 26, 2011

Registration	7:00 a.m. – 5:00 p.m.
Exhibits	8:00 a.m. – 9:00 p.m.
Opening Plenary Session	8:00 a.m. – 8:45 a.m.
Career & Job Fair	8:30 a.m. – 12:00 Noon.
Luncheon	11:45 a.m. – 1:00 p.m.
Workshops	1:15 p.m. – 2:15 p.m.
Workshops	2:30 p.m. - 3:30 p.m.
Workshops	3:45 p.m. – 4:45 p.m.
Gospel Jubilee	7:00 p.m. – 9:00 p.m.

FRIDAY, MAY 27, 2011

Registration	8:00 a.m. – 12:00 p.m.
Exhibits	8:00 a.m. – 9:00 p.m.
Workshops	9:15 a.m. – 10:15 a.m.
Workshops	10:30 a.m. - 11:30 a.m.
Lunch Break	11:45 a.m. – 1:00 p.m.
Workshops	1:15 p.m. – 2:15 p.m.
Workshops	2:30 p.m. – 3:30 p.m.
Closing Plenary Session	7:00 p.m. – 9:00 p.m.
Special Event	9:00 p.m.

SATURDAY, MAY 28, 2011

Regional Council Meeting	9:00 a.m. – 1:00 p.m.
--------------------------	-----------------------

BLACKS IN GOVERNMENT - REGION X



**PRE-REGISTRATION FORM
29th ANNUAL REGIONAL TRAINING CONFERENCE
MAY 26 - 27, 2011**

***“The New BIG: Taking Chances,
Making Changes, and Preparing Leaders”***

REGISTRATION FORM: Please type or print information clearly. Provide one form for each registrant.

NAME: _____
Last First Middle Initial

TITLE: _____ AGENCY/DEPT: _____

BUSINESS MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ DAY TIME PHONE () _____

REGISTRATION FEE: BIG Member \$250.00 Membership No. _____ Non-Members \$275.00 _____
Retired \$175.00 _____ Full Time Student \$175.00 _____ [Must present student I.D.]

METHOD OF PAYMENT (circle one)

American Express MasterCard VISA Check Purchase Order

Credit Card # _____ Expiration Date: _____

Authorized Signature: _____ Daytime Phone: _____

Purchase Order # _____ Invoice # _____

Mail form and payment to:

**Blacks In Government – Region X
Registration Chair
P.O. Box 18976
Seattle, WA 98118**

Hotel reservations must be made by calling the Doubletree Hotel Seattle Airport at **1-800-222-8733** or **206-246-8600** by May 13, 2011 and requesting the BIG Regional Training Conference rate of \$129.00 Single/Double.

BIG Cancellation Policy: Blacks in Government must receive a “written cancellation notice” no later than May 20, 2011, in order to issue a refund (less a 50% processing fee). No refunds or cancellations will be honored after that date. Personal checks will not be accepted at on-site registration.

BLACKS IN GOVERNMENT - REGION X



SOUVENIR PROGRAM BOOKLET ADVERTISING CONTRACT
29th ANNUAL REGIONAL TRAINING CONFERENCE
MAY 26 - 27, 2011

*"The New BIG: Taking Chances,
Making Changes, and Preparing Leaders"*

INSTRUCTONS: Please return this completed form with payment and **camera-ready advertisement** by **May 2, 2011**, to Blacks In Government, Attn: Souvenir Chairperson, P.O. Box 18976, Seattle, WA 98118. The size of camera-ready advertisement must correspond with the advertising rate.

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____ DAYTIME PHONE: () _____

ADVERTISING RATES (Black & White) Check one		Rate
Full Page	7 1/2" x 10" _____	\$ 150.00
Half Page Horizontal	7 1/2" x 4 1/8" _____	\$ 100.00
Half Page Vertical	3 5/8" x 10" _____	\$ 100.00
Quarter Page	3 5/8" x 4 7/8" _____	\$ 75.00
Eighth Page	3 1/8" x 2 3/8" _____	\$ 50.00
Business Card/Patron	_____	\$ 25.00

METHOD OF PAYMENT (circle one)

American Express MasterCard VISA Check Purchase Order

Credit Card # _____ Expiration Date: _____

Authorized Signature: _____ Daytime Phone: _____

Purchase Order # _____ Invoice # _____

Mail form and payment to: **Blacks In Government - Region X**
Souvenir Booklet Chair
P.O. Box 18976
Seattle, WA 98118

FOR OFFICE USE ONLY

Grid for office use only



Blacks In Government MEMBERSHIP APPLICATION



· ONE INTENTION · ▲ · ONE HEART · ▲ · ONE MEMBERSHIP ·

Blacks In Government • 3005 Georgia Avenue, NW • Washington, D.C. 20001 Telephone (202) 667-3280 • Fax (202) 667-3705
www.bignet.org

1 APPLICANT INFORMATION

Applicant Name _____ Home Phone No. _____
Last First Middle

Home Address _____
Number and Street City State Zip Code

Employer Name _____ Business Phone No. _____
Department Agency (Spell Out)

Employment Sector:
 Federal State
 Local (Identify): _____

2 MEMBERSHIP INFORMATION

Type of Membership: New Renewal – Membership Number: _____
 Member Name of Chapter: _____
 Associate Member Life Member
 Installment: \$ _____

Dues have been paid in full? Yes No

Remarks: _____

NATIONAL membership dues are \$35.00 for Chapter members and \$25.00 for Associate members. Chapter dues are established by each Chapter and are payable in addition to National Dues. Eligibility for chapter membership is contingent upon National Membership. Life Membership fee is \$300.00.

3 SIGNATURE

Applicant's Signature Date

4 CHANGE OF ADDRESS/TELEPHONE NUMBER:

Old Address

Old Street Address _____ Old Apt. _____
Old City _____ Old State _____ Old Zip Code _____
Old Home Telephone Number (with area code): _____

New Address

New Street Address _____ New Apt. _____
New City _____ New State _____ New Zip Code _____
New Home Telephone Number (with area code): _____