

**NATIONAL ASSOCIATION  
OF  
HBCU TITLE III  
ADMINISTRATORS, INC.**

**2014 TECHNICAL ASSISTANCE WORKSHOP**

*“OFFICIAL REGISTRATION BOOKLET”*



**June 23 – 27, 2014  
Hilton Charlotte Center City  
222 East Third Street  
Charlotte, NC 28202  
(704) 377-1500**

*National Association of HBCU  
Title III Administrators, Inc.*

**2014 PROJECT DIRECTORS TECHNICAL ASSISTANCE WORKSHOP  
JUNE 23-27, 2014  
Hilton Charlotte Center City, Charlotte, North Carolina**

# Table of Contents

φ **GENERAL INFORMATION**

---

φ **CONFERENCE REGISTRATION FORM**

---

φ **TENTATIVE AGENDA**

---

φ **HOTEL REGISTRATION FORM**

*National Association of HBCU  
Title III Administrators, Inc.*

## General Information

### Deadlines

Early Bird Registration	By December 31, 2013	\$350.00
Regular Registration	January 01 - May 16, 2014	\$400.00
Late Registration	After May 16, 2014	\$425.00
Non-Members	By May 16, 2014	\$425.00
Non-Members	After May 16, 2014	\$475.00

### FORMS OF PAYMENT

Individual checks will be accepted Until May 31, 2014. After May 31, 2014, only Institutional checks, money orders or cash will be accepted. No personal checks will be accepted on site. Returned checks will result in a \$35.00 processing fee.

### CANCELLATION/CHANGE/REFUNDS

**Registration – written request must be received by Demetria Johnson-Weeks no later than May 31, 2014. A fifty dollar cancellation fee will be assessed. Emergency request received in writing and documented after May 31, 2014 will be reviewed on a case by case basis.**

Changes must be submitted in writing by fax or mail.

### HOTEL RESERVATION GUIDELINES

Please see hotel information form enclosed, to register for hotel accommodations. Please contact hotel directly or visit their direct online site reservation link:

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=10760232](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10760232)

Please remember to cancel your hotel reservation three business days prior to your arrival date to receive a refund.

**Hilton Charlotte Center City  
222 East Third Street  
Charlotte, North Carolina  
(704) 377-1500**

*National Association of HBCU  
Title III Administrators, Inc.*

**2014 PROJECT DIRECTORS TECHNICAL ASSISTANCE WORKSHOP  
JUNE 23-27, 2014  
Hilton Charlotte Center City, Charlotte, North Carolina**

**Registration Form**

Registrant: Mr. \_\_\_\_\_ Ms. \_\_\_\_\_ Mrs. \_\_\_\_\_ Dr. \_\_\_\_\_  
Name: \_\_\_\_\_

Your Official Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registration Fee:

**MEMBERS:** Pre-Registration: \_\_\_\_\_ \$350.00 (By December 31, 2013);  
Registration \_\_\_\_\_ \$400.00 (January 01 - May 16, 2014)  
Late Registration \_\_\_\_\_ \$425.00 (After May 16, 2014)

**NON-MEMBERS:** Pre-Registration: \_\_\_\_\_ \$425.00 (By May 16, 2014);  
\_\_\_\_\_ \$475.00 (After May 16, 2014)

**Note:** It is requested that you register with a check or money order.

All costs related to your participation in this workshop are chargeable to your Title III grant.

*\*Items covered by the registration fee include receptions, continental breakfast, and costs of meeting rooms, refreshments, admission to workshop sessions, and other workshop-related expenses.*

Please mail this completed form and registration payment, by Friday, May 31, 2014 to:

Demetria Johnson-Weeks, MBA  
Director, Title III and Sponsored Programs  
Texas Southern University  
3100 Cleburne Avenue,  
Hannah Hall, Suite 228  
Houston, TX 77004  
Phone: 713.313.7940 Fax: (713) 313-7969  
Email: [weeks\\_dj@tsu.edu](mailto:weeks_dj@tsu.edu)

**\*MAKE CHECKS/MONEY ORDERS PAYABLE TO THE: NATIONAL ASSOCIATION OF HBCU TITLE III ADMINISTRATORS, INC. Please use the following Tax ID EIN: # 38-3729346**

Payment received by: \_\_\_\_\_

*National Association of HBCU  
Title III Administrators, Inc.*

**2014 PROJECT DIRECTORS TECHNICAL ASSISTANCE WORKSHOP  
JUNE 23-27, 2014  
Hilton Charlotte Center City, Charlotte, North Carolina**

**TENTATIVE AGENDA**

**MONDAY, JUNE 23, 2014**

9:00 a.m. – 5:00 p.m.      **PRE-CONFERENCE WORKSHOP - MANAGEMENT CONCEPTS/ Additional Advance  
Registration Required**      **Carolina Hall: South**

10:00 a.m. – until      **Charlotte Area HBCU Campuses and City Tours**

Johnson C. Smith University

2:00 p.m. – 5:00 p.m.      **EXECUTIVE AND WORKSHOP PLANNING  
COMMITTEES MEETING/**      **Graves:**

**TUESDAY, JUNE 24, 2014**

~~~~~**SCHOOL SPIRIT DAY**~~~~~

9:00 a.m. – 5:00 p.m.      **CONFERENCE REGISTRATION/**      **Graves:**

9:00 a.m. – 5:00 p.m.      **PRE-CONFERENCE WORKSHOP - MANAGEMENT CONCEPTS/ Additional Advance  
Registration Required**      **Carolina Hall: South**

8:00 a.m. -10:00 am      **Regional Coordinators Breakfast**      **Private Dining Room**

10:00 a.m. – 12:00 noon      **Healthy Living Explosion**      **Charlotte Mecklenburg**

9:00 a.m. – 12:00 noon      **PLANNING COMMITTEE MEETING**

1:00 p.m. – 5:00 p.m.      **PRE-CONFERENCE WORKSHOP FOR TITLE III PROGRAM ADMINISTRATORS/  
(Session is Open to all Registrants)**      **Charlotte Mecklenburg**



*National Association of HBCU  
Title III Administrators, Inc.*

**2014 PROJECT DIRECTORS TECHNICAL ASSISTANCE WORKSHOP  
JUNE 23-27, 2014  
Hilton Charlotte Center City, Charlotte, North Carolina**

**WEDNESDAY, JUNE 25, 2014**

|                              |                                          |                              |
|------------------------------|------------------------------------------|------------------------------|
| 7:30 a.m. – 8:45 a.m.        | <b>CONTINENTAL BREAKFAST/</b>            | <b>PCP Mecklenburg</b>       |
| 8:30 a.m. – 5:00 p.m.        | <b>CONFERENCE REGISTRATION/</b>          | <b>Graves:</b>               |
| 8:45 a.m. – 5:00 p.m.        | <b>CONFERENCE WORKSHOP SESSIONS</b>      | <b>Charlotte Mecklenburg</b> |
| <b>5:30 p.m. – 6:30 p.m.</b> | <b>Presidents Advisory Board Meeting</b> | <b>TBD</b>                   |
| 6:00 p.m. – 8:30 p.m.        | <b>WELCOME RECEPTION</b>                 | <b>Carolina Hall</b>         |

**THURSDAY, JUNE 26, 2014**

|                        |                                     |                              |
|------------------------|-------------------------------------|------------------------------|
| 7:30 a.m. – 8:45 a.m.  | <b>CONTINENTAL BREAKFAST</b>        | <b>PCP Mecklenburg</b>       |
| 8:30 a.m. – 12:00 noon | <b>CONFERENCE REGISTRATION</b>      | <b>Graves</b>                |
| 8:45 a.m. – 5:00 p.m.  | <b>CONFERENCE WORKSHOP SESSIONS</b> | <b>Charlotte Mecklenburg</b> |
| 12:30 p.m. – 2:00 p.m. | <b>LUNCHEON</b>                     | <b>Carolina</b>              |

**FRIDAY, June 27, 2014**

|                         |                                                                                       |                                             |
|-------------------------|---------------------------------------------------------------------------------------|---------------------------------------------|
| 7:30 a.m. – 8:45 a.m.   | <b>CONTINENTAL BREAKFAST/</b>                                                         | <b>PCP Mecklenburg</b>                      |
| 8:45 a.m. – 11:30 a.m.  | <b>CONFERENCE WORKSHOP SESSIONS</b>                                                   | <b>Charlotte Mecklenburg &amp; Carolina</b> |
| 11:30 a.m. – 12:30 p.m. | <b>NAHBCUT3A, Inc. BUSINESS MEETING, WRAP-UP,<br/>ACKNOWLEDGMENTS AND ADJOURNMENT</b> |                                             |

1:00 p.m. – UNTIL

**Charlotte Area HBCU Campuses and City Tours**  
Johnson C. Smith University

# HOTEL INFORMATION

**Hilton Charlotte Center City  
222 East Third Street  
Charlotte, North Carolina  
(704) 377-1500**

King or Double Bed – Standard Rooms      Single \$169.00      Double \$169.00

\*Regular Room Rates During the Week of June 23 – 27, 2014 is \$269.00

All guestroom rates are quoted exclusive of applicable state and local taxes (which are currently 15.25%) or applicable service, or hotel specific fees in effect at the Hotel at the time of the meeting.

\*\*\*Guest room rate will be available to Group 2 days pre/post based on Group room availability\*\*\*

\*To ensure the convention rate, your attendees must identify the group name (National Association of HBCU Title III Administrators) and make their reservation by the cut-off date.

## **GUARANTEED RESERVATION**

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. Hotel will not hold any reservations unless secured by one of the above methods.

**PLEASE NOTE:** Check in time is 3:00PM / Check out time is 12:00PM

**Reservation must be made by Monday, June 2, 2014.** In the event that an individual reservation is cancelled 72 hours prior to arrival, the deposit is refundable. If an individual reservation is cancelled within 71 hours of the arrival date or the guest fails to check in on the arrival date, the credit card will be charged for the first night's room and tax or the deposit will be forfeited. Reservations can be made by calling the hotel directly or by using the link below:

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=10760232](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10760232)

