

September 1, 2005

DIRECTIVE:           JOB CORPS INFORMATION NOTICE NO. 05-07
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TO:                    ALL JOB CORPS NATIONAL OFFICE STAFF  
                          ALL JOB CORPS REGIONAL DIRECTORS  
                          ALL JOB CORPS CENTER DIRECTORS  
                          ALL JOB CORPS CENTER OPERATORS  
                          ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                          ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM:                 GRACE A. KILBANE  
                          National Director  
                          Office of Job Corps

SUBJECT:             Job Corps 40<sup>th</sup> Anniversary Grand Finale – Conference Payment

1.    Purpose. To provide the Job Corps community with conference payment instructions for the 40<sup>th</sup> Anniversary Grand Finale.
2.    Background. The Grand Finale will provide an informative and engaging forum for the Job Corps community and will provide a valuable opportunity to convey national priorities, integrate into the broader workforce investment system, and celebrate the culmination of Job Corps' 40<sup>th</sup> Anniversary.

ETA and the National Office of Job Corps have scheduled the event for September 14-17 2005, at the Marriott Wardman Park Hotel, in Washington D.C.

3.    Registration Fee and Payment. A reimbursable, non-refundable registration fee of \$199 per person will be required (Department of Labor Job Corps National and Regional Office federal staff are excluded). This fee covers all Grand Finale activities including entrance to Wednesday's "Job Corps Idol", all workshops, all plenary sessions, the Thursday luncheon and the Friday Recognition Ceremony and dinner. For those who only wish to attend the Recognition Ceremony and dinner on Friday, September 16, 2005, a non-reimbursable and non-refundable \$95 fee will be required. All Grand Finale. **Registration fees can be paid via check or money order made payable to:**

Women in Community Service, Inc.

Attention: Angela Fifer  
1900 N. Beauregard Street, Suite 103  
Alexandria, VA. 22311

All conference payments should be received no later than September 9, 2005. Along with your payment, please include the names of all persons whose registration fee(s) are being covered by the payment. Payment for the dinner only option can also be made payable to the above contact information and should be received by September 9, 2005. Please include the names of all persons whose dinner ticket fee(s) are being covered by the payment. Dinner tickets can be picked up outside the Ballroom in the Marriott Wardman Park Hotel the evening of the dinner.

4. Hotel Sleeping Room Cancellations and Waiting List: If you have reserved a sleeping room for the Grand Finale and need to cancel, please contact Rosaline Myers at Exceed Corporation at (800) 381-0981 or email your cancellation to [jobcorps40th@exceedcorporation.com](mailto:jobcorps40th@exceedcorporation.com). **Please do not cancel the sleeping room directly with the hotel.**

If you need a sleeping room, please contact Rosaline Myers (same contact information as above) to have your name added to the sleeping room waiting list. As cancellations occur, those on the waiting list will be notified of sleeping room availability. Names will not be able to be added to the sleeping room waiting list after Thursday, September 8, 2005.

5. Expiration Date. September 17, 2005.

6. Inquiries. General inquiries or comments regarding this Notice may be directed to Brian Daher at (202) 693-3086 or emailed to [daher.brian@dol.gov](mailto:daher.brian@dol.gov); or Rossalynn Abbott at (202) 693-3124, or emailed to [abbott.rossalynn@dol.gov](mailto:abbott.rossalynn@dol.gov).