

September 1, 2006

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 06-05
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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: ESTHER R. JOHNSON, Ed. D.
National Director
Office of Job Corps

SUBJECT: Job Corps Annual Leadership Summit 2006
*Job Corps' 21st Century Vision: Responding to New
Challenges...Realigning to the New Workplace*

1. Purpose. To provide information on the Job Corps Annual Leadership Summit 2006, including registration and hotel reservations.
2. Background. The Annual Leadership Summit will be a working conference that will provide a valuable opportunity to convey national priorities and report on Job Corps' 21st Century vision. The summit will include plenary sessions and workshops based on the National Director's goals for the program.
3. Location and Dates. This year's Annual Leadership Summit will take place Monday, November 6 through Wednesday, November 8, 2006. The conference will be held in Washington D.C. at the Hyatt Regency Washington on Capitol Hill.

The conference will open Monday morning and close late Wednesday afternoon.
Participants are encouraged to arrive Sunday evening November 5th and depart no earlier than Thursday morning November 9th. (A block of sleeping rooms is available Thursday night November 9th at the group rate in the event that contractors or agencies would like to hold additional meetings on Thursday and Friday at the hotel.)

Note: Tuesday, November 7, 2006 is Election Day. Special arrangements may be necessary to vote early or by absentee ballot.

4. Conference Participants. The following is a list of staff invited to participate in the conference.

OA Project Directors	National Training Contractors' Project Directors
Center Directors	Department of Interior Agency Staff
Center Academic Directors	Department of Agriculture Agency Staff
Center Vocational Directors	Department of Labor Agency Staff
CTS Project Directors	Contractor Corporate Staff

5. Conference Registration Fee. **For those participants registering on or before September 29, 2006, the registration fee will be \$299.00. For those participants registering after September 29, 2006, the registration fee will be \$349.00.** The Department of Labor Federal staff will not be charged a fee for this conference.

6. Conference Registration and Hotel Reservations. Each participant must register for the conference using the registration Web site listed below **AND** reserve a hotel room using the hotel's Web site listed below.

a. Conference Registration and Fee Payment

(1) Log on to the Web site <http://jccdr.c.jobcorps.gov/nc2006> to complete the registration form.

(2) Payment should be mailed to the address below and include the following:

(a) Payment in the form of a check made out to Women in Community Service (WICS)

(b) List of registered participants covered by the payment

(c) Contact information (name, telephone number, and e-mail) of a point of contact in your organization that can be reached in case of payment questions

Send payment to:

Job Corps Annual Leadership Summit
c/o Hermoine Wellman
Women in Community Service
1900 N. Beauregard Street, Suite 103
Alexandria, Virginia 22311

Questions regarding payment can be directed to Hermoine Wellman at (703) 671-0500 x850.

b. Hotel Reservations

After registering for the conference, please visit the hotel's Web site at <http://washingtonregency.hyatt.com/groupbooking/wasrwjobl2006> to reserve a sleeping room. **All room reservations should be made by September 29, 2006 to guarantee room availability and the rate of \$195.00/night.** The hotel's address is:

Hyatt Regency Washington on Capitol Hill
400 New Jersey Avenue, NW
Washington, D.C. 20001
(202) 737-1234

7. Dining. The conference will have two scheduled refreshment breaks each day. No meals will be provided.
8. Attire. The attire for the conference will be business casual.
9. Conference Agenda and Updates. Once finalized, the conference agenda will be available online at the registration Web site: <http://jccdr.jobcorps.gov/nc2006>. Please check the Web site periodically for updates.
10. Meeting Requests. Attached to this Instruction is a meeting request form for corporations or agencies requesting meeting space during and after the conference. We will submit these forms as requests to the hotel, but the requestor will be responsible for finalizing meeting arrangements with the hotel. The requestor will be responsible for all meeting costs. **Please complete the electronic form and submit to Dennis Johnson at johnson.dennis@dol.gov by September 29, 2006.**
11. Expiration Date. November 10, 2006
12. Inquiries. Inquiries, with the exception of payment information, should be directed to Dennis Johnson at (202) 693-2876, or johnson.dennis@dol.gov. Questions regarding payment should be directed to Hermoine Wellman at (703) 671-0500 x850.

Attachment

Job Corps Annual Leadership Summit Meeting Request Form