



**ERA INDUSTRY DAY REGISTRATION FORM**

- ◆ The conference will be held on **February 5, 2003** at NARA, 8601 Adelphi Road, College Park, MD 20740. The sign-in desk opens at 11:15am.
- ◆ Please complete all the information requested. Please type or print clearly.
- ◆ Please review the registration instructions below and submit the completed form by email, fax or mail.
- ◆ Please note that seating is limited. Therefore, we are obliged to restrict attendance to a maximum of three (3) people per organization.

**GENERAL INFORMATION**

**Organization** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Telephone #** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Number of Attendees** \_\_\_\_\_

**Attendee Names**  
\_\_\_\_\_  
\_\_\_\_\_

*Please indicate any special needs:* \_\_\_\_\_

*Please indicate with an **X** any of the following that apply to your organization:*

Large Business _____	Small Business _____	Woman Owned _____	8 (a) _____
Veteran Owned _____	Sub Contractor _____	Prime Contractor _____	Vendor _____
Other (Please specify) _____			

**NO PARKING IS AVAILABLE FOR ATTENDEES AT THE NARA BUILDING.**

A shuttle service will be provided from Prince George’s Metro station to the NARA facility. The metro station will have very limited parking space available, therefore, **ATTENDEES ARE STRONGLY ENCOURAGED TO USE PUBLIC TRANSPORT.**

Please review the Industry Day travel information, including shuttle schedules, available at the ERA web site.

[http://www.archives.gov/electronic\\_records\\_archives/presentations/industry\\_day/user\\_directions.html](http://www.archives.gov/electronic_records_archives/presentations/industry_day/user_directions.html)

## **Registration Instructions**

- Please submit one registration form per organization. Please print and include all details.
- Registration forms completed electronically can be emailed to [ERA.IndustryDay@nara.gov](mailto:ERA.IndustryDay@nara.gov)
- Registration forms printed and completed manually can be faxed to (301) 837-0394 or mailed to the following address:

**National Archives and Records Administration  
ERA Industry Day, NHE  
8601 Adelphi Road, Room 1540  
College Park, MD 20740**

- Clearly indicate the number of people attending from your organization and the names of attendees.
- Include a reliable contact name, email address, telephone number and fax number. These details will be used to contact the organization in case of any issues with the registration form.
- The contact email will be used to confirm registration at the ERA Industry Day and the number of people attending from your organization.
- Please note that lunch will not be served. However, light refreshments can be purchased on site.

### **Registration questions?**

**Call (301) 837-2990 or (301) 837-0443 or Email: [ERA.IndustryDay@nara.gov](mailto:ERA.IndustryDay@nara.gov)**

### **Additional Information available at URL:**

[http://www.archives.gov/electronic\\_records\\_archives](http://www.archives.gov/electronic_records_archives)

- ERA Program Background Information
- ERA Acquisition Information
- Travel Information
- Hotels local to NARA, College Park
- NARA & ERA information updates