

Registration

Please submit one registration per participant

Please check appropriate box(es).

- Day 1—Interchange
May 10, 2006
- Day 2 - Financial
May 11, 2006

Subrecipient Organization Name:

Address: _____

Participant: _____

Participant's E-Mail: _____

Telephone: _____

Special Accommodations (large print, etc.): _____

Registration amount enclosed: \$ _____
(\$30.00 for each participant for each day)

Make checks payable to The Treasurer of Virginia.

Please mail registration before April 28, 2006 to:

Nazlee Peck
Project Management Office
Department of Housing and
Community Development
501 North 2nd Street
Richmond, Virginia 23219
Fax: (804) 371-7093

Project Management Office
Department of Housing and Community Development
501 North 2nd Street
Richmond, Virginia 23219



IPR

INDOOR PLUMBING
REHABILITATION PROGRAM

**2006
IPR Interchange
and
IPR Financial Workshop**

**May 10-11, 2006
Richmond, Virginia**



2006 IPR Interchange and Financial Workshop

The Project Management Office is pleased to be hosting once again its annual IPR Program Interchange and its annual IPR Program Financial Workshop. These are two separate-but-related workshops that we are offering "back to back" in Richmond on May 10 and 11, 2006.

- The Interchange on May 10 (10:00 a.m.—4:00 p.m.) is a facilitated opportunity for IPR- and housing-related dialogue and creative discussion. It will be held at the Sheraton Park South.
- The Financial Workshop on May 11 (9:00 a.m.—4:30 p.m.) will provide guidance on IPR Program accounting and organizational requirements, and will include a special presentation to help you better track and manage IPR funds. It will be held in the DHCD Board Room.

Who Should Attend?

Interchange, May 10 – We are encouraging Rehab Specialists and Financial Managers as well as Chief Administrative Officials and Housing Program Administrators to attend. In order to accommodate representation by as many housing provider organizations as possible, however, we reserve the right to limit the number of participants per organizations.

Financial Management, May 11 – Anyone charged with IPR financial responsibility should attend. Program Administrators are also encouraged to join us. Again, we reserve the right to limit the number of participants per organization to maximize the number of organizations represented.

Registration

Please use the Registration Form on this flyer. Submit one registration form per person and be clear about which event(s) the individual will attend. The registration fee is \$30.00 per person per event. Make checks payable to "Treasurer of Virginia." Registrations must be received by April 28 to assure adequate meeting space and lunch.

Interchange Location and Hotel Accommodations

The Sheraton Park South
9901 Midlothian Turnpike
Richmond, Virginia
Phone: (804) 323-1144

We have reserved a block of rooms for the night of Tuesday, May 9 and Wednesday, May 10. The workshop room rate is \$96.00 (plus taxes) per night in compliance with state travel guidelines. Be sure to make your room reservations by **April 18, 2006** to receive this guaranteed rate. Identify yourself as a DHCD IPR workshop participant.

Parking at the Sheraton Park South is free for both participants and overnight guests.



Additional Information

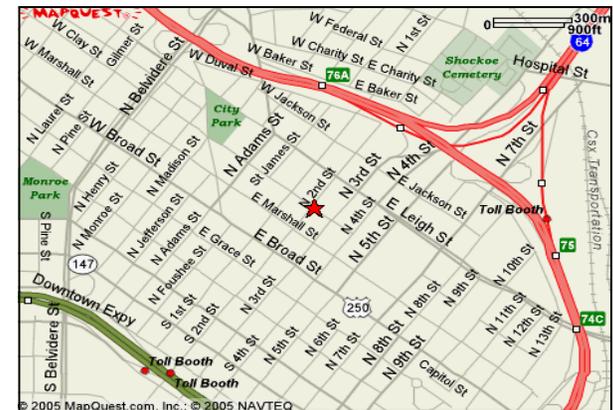
Bring your questions! A mini Help Desk will be available after the Interchange to provide technical assistance.

We will provide lunch during the meetings.

Questions? Please call:

Violet Peyton, (804) 371-7074;
Elizabeth Boehringer (804) 371-7065
(with Interchange questions); or
Diane Allen (804) 371-7057
(with Financial questions).

Financial Workshop Location



The Financial Workshop will be held in the DHCD Boardroom. Reserved parking is limited and available at the building entrance on a first come basis. Others may park on the street. Carpooling is recommended.

