

*The Association for the Improvement of Minorities*  
*In the Internal Revenue Service*



SOUTHWEST REGIONAL CONFERENCE  
REGISTRATION PACKAGE

**AIM To Move Forward**

**APRIL 28 - 29, 2017 (Fri-Sat)**

**Embassy Suites Hotel**

1815 South Meridian  
Oklahoma City, OK 73108  
(405) 246-6010

*Southwest Regional Business Meeting & Training Seminar*  
**Conference Schedule**



**Friday, April 28, 2017**

- 12:00 p.m. – 3:00 p.m. Registration
- 12:00 p.m. – 3:00 p.m. Regional Business Meeting
- 3:15 p.m. – 6:15 p.m. Leadership Training
- 6:30 p.m. – until Hospitality

**Saturday, April 29, 2017**

- 7:30 a.m. – 8:30 a.m. Registration
- 8:30 a.m. – 9:00 a.m. Opening Session
- 9:00 a.m. – 10:30 a.m. Workshop 1
- 10:45 a.m. – 12:15 p.m. Workshop 2



**1:00 p.m. – 2:45p.m. – Luncheon**



***\*Registration is closed during Opening Session***

***\*\*Be sure to visit our vendors during the breaks!!!***

The Association for the Improvement of Minorities in the Internal Revenue Service  
**2017 Southwest Regional Conference Registration Form**



Business Meeting & Training Seminar

April 28 - 29, 2017  
[www.aim-irsswr.org](http://www.aim-irsswr.org)

"AIM To Move Forward"

**Embassy Suites Hotel**

1815 South Meridian  
 Oklahoma City, OK

Phone: (405) 246-6010

Reservation Deadline: April 14, 2017

Hotel Block Name: The Association for the Improvement of Minorities

Online Reservation: <http://embassysuites.hilton.com/en/es/groups/personalized/O/OKCMRES-AIM-20170427/index.jhtml?WT.mc.id=POG>

Suite Rate: \$114.00

**Attendee Information:**

Name: \_\_\_\_\_ Member: Y/N \_\_\_\_\_ Chapter: \_\_\_\_\_ ID #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Business/ Operating Unit: \_\_\_\_\_ Grade: \_\_\_\_\_ Position: \_\_\_\_\_

**Registration Fees:**

\*Include Luncheon, Hospitality Suite and Souvenir eBook

Members:.....	\$80.00
ON-SITE .....	\$90.00
Non-Member: .....	\$90.00
GS-5 and below:.....	Must complete & submit Registration Form....."FREE"

\*GS-5 and below: Only opening session and workshops are included in registration. If desired, may purchase any of the items listed below separately.

**Additional Tickets:**

Tickets	Cost	Number of Tickets	Amount
Luncheon	\$35.00		
Hospitality Suite	\$25.00		

**\*\*CANCELLATIONS\*\***

On/before April 21, 2017 - Subject to a 25% processing fee

Conference Registration Fee:	
Additional Tickets Cost:	
Donation to Region:	
Total:	

**Payment:**

Online [www.aim-irsswr.org](http://www.aim-irsswr.org)

Check/Money Order or Cashier Check payable to:  
**AIM-IRS SWR**

**Special Instructions:**

Mail Registration & Payment ("**DO NOT SEND CASH**") to:

*AIM-IRS Southwest Region  
 Attn: Registration Committee  
 8450 Cambridge St. #2207  
 Houston, TX 77054*

# Southwest Regional Business Meeting & Training Seminar Advertisement Order Form



Greetings Members and Friends,

The 2017 Southwest Regional Business Meeting and Training Seminar is April 29 – April 30, 2017. One of our goals is to produce a Souvenir Program eBook that will be via link upon registration. Placing an advertisement in the program book will be your way of supporting the Southwest Region Business Meeting and Training Seminar. AIM-IRS Chapters, businesses, and individuals may purchase advertisements in the various sizes shown in the order form below. The chapter that brings in the most ads will receive a full-page ad free. A minimum of \$150, excluding its chapter's ad, must be secured in order to participate in the contest. The Southwest Region challenges each chapter to place a full page advertisement in the Souvenir Program Book.

**All completed order forms, advertisements and payments must be received on or before Friday, April 14, 2017.** Completed order forms and advertisements may be e-mailed to Adrian Henry at [adhe1997@yahoo.com](mailto:adhe1997@yahoo.com), color or black and white photos are welcome; however, they must be included in your ad. If you prefer to submit your advertisement on a disk/CD, the order form and full payment must also be included and mailed to:

**AIM-IRS SWR  
ATTN: Souvenir Book Committee  
9407 Russeff Field Lane  
Richmond, Texas 77469**

Payments can be made online at [www.aim-irsswr.org](http://www.aim-irsswr.org) or by checks, money orders, and/or cashier checks made payable to **AIM-IRS SWR** and mailed to the address listed above by **Friday, April 14, 2017**. Electronic acknowledgements will be provided upon receipt of payment of the advertisement **if an email address is provided**. If additional information is needed, please contact Adrian Henry at [adhe1997@yahoo.com](mailto:adhe1997@yahoo.com).

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**AD FORM**

**Name/Organization** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

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

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

**Phone: Home** \_\_\_\_\_ **Work** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Please indicate selection:**

Full Page - (\$100)

Half Page - (\$60)

Business Card - (\$20)

Patron List - (\$10)

# Southwest Regional Business Meeting & Training Seminar

## Vendor Registration Form



**Greetings Members and Friends,**

The Association for the Improvement of Minorities in the Internal Revenue Service, Oklahoma City Chapter of the Southwest Region will host the 2017 Business Meeting and Training Seminar on April 28 - 30, 2017. This Business Meeting and Training Seminar will be held at the Embassy Suites Hotel located at 1815 South Meridian, Oklahoma City, OK 73108

We would like to invite businesses to display and sell their products during the Seminar on Friday, April 28 - Saturday, April 29, 2017 for a fee of \$65.00 per display. Each vendor will be furnished with a table, 6' x 30" and a white cotton tablecloth. If this table will not meet your needs, and you would prefer to bring an item that will more adequately display your products, please notify us in advance. We will have to determine if the available space will accommodate your request. Vendors Hours will be on Friday, April 28th from 12:00PM - 7:00PM and Saturday, April 29th from 8:00AM - 3:00PM. Vendor set-up begins at 11:00AM on Friday, April 28th and 7:00AM on Saturday, April 29th. You are invited to display and sell your products through 7:00PM on Friday and 3:00PM on Saturday, if desired.

**All completed Vendor forms and payments must be received on or before, Saturday, April 1, 2017.**

**AIM-IRS SWR  
ATTN: Vendor Committee  
9407 Russeff Field Lane  
Richmond, Texas 77469**

Payments can be made online at [www.aim-irsswr.org](http://www.aim-irsswr.org) or by checks, money orders, and/or cashier checks made payable to **AIM-IRS SWR** and mailed to the address listed above by **Saturday, April 1, 2017**. Electronic acknowledgements will be provided upon receipt of payment of the vendor space. If additional information is needed, please contact **Sherry Brockman @ 927-839-9006** or email - **sherryb33@tx.rr.com**.

**Vendor Space: \$65.00**

**Business Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

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

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

**Phone: Home** \_\_\_\_\_ **Work** \_\_\_\_\_ **Cell** \_\_\_\_\_

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

**Description of Item(s) to be sold:** \_\_\_\_\_

**Vendor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_