

REGISTRATION AND TRAVEL REPLY FORM TO BE COMPLETED BY INSTITUTIONS ELIGIBLE TO
RECEIVE QEM SUPPORT

Registration Deadline – Friday, September 14, 2007
QUALITY EDUCATION FOR MINORITIES (QEM) NETWORK
Historically Black Colleges and Universities Undergraduate Program (HBCU-UP) Workshop

Four Points by Sheraton Hotel at BWI Airport
7032 Elm Road, Baltimore, MD • 410/859-3300

Friday and Saturday, October 19-20, 2007

This workshop is for HBCUs that are eligible to submit a planning or multi-year proposal in the National Science Foundation's HBCU-UP FY 2008 Program competition. QEM will make travel and lodging arrangements and cover the associated expenses for participation in the workshop, in accordance with the attached QEM Travel Policy, of up to two representatives from each eligible HBCU institution provided one of the two individuals is the institution's chief academic officer who is expected to serve as the proposed project's principal investigator. The second representative should be a science, technology, engineering, or mathematics (STEM) faculty member who would serve as the HBCU-UP Project's Co-Principal Investigator or Project Director. Workshop meals will be provided for all registered participants. Please provide the contact information below for the principal investigator and co-principal investigator/project director.

(1) Proposed HBCU-UP Principal Investigator (must be institution's chief academic officer if QEM support is to be provided):

NAME: _____

TITLE: _____

INSTITUTION: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

(2) Proposed HBCU-UP Co-Principal Investigator/Project Director:

NAME: _____

TITLE: _____ DEPARTMENT: _____

INSTITUTION: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

If tickets or hotel accommodations arranged by QEM are not used, QEM will invoice the individual involved for these costs. Additional costs resulting from changes in arrangements must be absorbed by the individual. If the chief academic officer does not attend the workshop, the institution will be invoiced for all costs incurred by QEM that is associated with travel and lodging arrangements for both individuals listed above.

Please e-mail the completed registration form to Shirley McBay at smmcbay1@gem.org by **Friday, September 14**, or send it by fax to 202/659-5408.

PLEASE NOTE: TICKETS WILL NOT BE PURCHASED UNTIL THE REQUIRED ONE-PAGE PROJECT SUMMARY HAS BEEN RECEIVED. ANY INCREASE IN AIRFARE RESULTING FROM THE RECEIPT OF LATE PROJECT SUMMARIES WILL HAVE TO BE ABSORBED BY THE INSTITUTION.