

Registration is a three-step process:

Step 1. Register to attend the conference.

Registration Fee

All attendees must register in order to attend the conference. Pre-event registration is greatly appreciated. It allows us to maintain an accurate account of attendance for food service and seating capacity.

- The registration fee is US\$300.00 per person if received by April 27, 2012.
- The registration fee is US\$350.00 per person if received after April 27, 2012.
- The registration fee is US\$350.00 if made at the conference.
- No refund of registration fees will be made. However, substitutions will be accepted.

Pre-Event Payment Options

- Online Visa, MasterCard, American Express, Discover, and Diners Club Credit Cards. Follow the instructions on the Registration Form Confirmation page that appears after you click “submit.”
- Check drawn on a U.S. bank and payable to Farm Service Agency. Include the name of the organization and each attendee with the payment. Mail the payment to:
USDA/FSA/KCCO-IFADC
Beacon Facility - Mail Stop 8698
Attn: Ms. Danette McClellan (FSA)
P.O. Box 419205
Kansas City, MO 64141-6205

At-Event Payment Options

- Cash
- Visa, MasterCard, American Express, Discover, and Diners Club Credit Cards.
- Check drawn on a U.S. bank and payable to Farm Service Agency.

Contacts for Comments and Questions

- E-mail: ifadc@kcc.usda.gov
- Danette McClellan, telephone 816-926-6301

Step 2. Click “submit” at the bottom of the page to finalize your registration.

[On-line registration](#)

Step 3. Make hotel reservations and obtain hotel confirmation number. A block of rooms has been reserved at the Westin Crown Center Hotel. The room rate of US\$99.00 (government per diem rate) is guaranteed through April 27, 2012. Click [here](#) to make hotel reservations.

Room block name: International Food Aid & Development Conference.

If you make hotel reservations by telephone or online, and not the IFADC website link to the hotels, identify that you are attending the International Food Aid & Development Conference so that the discounted hotel rate will be given.

Deadlines

April 27, 2012 is the deadline for...

- Securing the discounted hotel rate of US\$99.00/night. After this date, the rate is based upon availability.

April 27, 2012 is the deadline for...

- Registration for the conference to obtain the discounted fee of US\$300.00.
- Applications for Exhibit tables.

After April 27, 2012...

- The conference registration fee is US\$350.00.
- Online conference registration will continue but a registrant's name and contact information will not be included in the conference binder given to each participant.
- Hotel rooms at the Westin Crown Center Hotel will be based on availability and may be offered at a higher rate.