

**ECR 2005 CONFERENCE
REGISTRATION WAIVER POLICY & REQUEST**

A limited number of registration fee waivers are available for those who are unable to pay the full cost of attendance at the ECR 2005 Conference. Priority will be given to representatives of non-governmental organizations (including community and stakeholder groups) and tribes who are participating as panelists or moderators at the conference. Assistance will be provided based on the demonstration of need balanced with the number of requests, in the discretion of the U.S. Institute.

APPLICATION PROCESS:

Please submit waiver applications (and questions) via e-mail to USIECR@ecr.gov. Applications will be accepted from **January 31, 2005** through **February 21, 2005**. Applications should have the subject header **“ECR 2005 Registration Waiver Request”** and must contain the following information:

1. Name and full contact information, including e-mail address and telephone number
2. Panel/Roundtable or Training Session Title and Moderator
3. Affiliation (e.g., NGO, community group, tribal representative)
4. Brief description of participation in ECR activities, committees and/or programs
5. Brief explanation of reason for waiver request
6. All other types and amounts of support sought and/or received for attending the ECR 2005 Conference
7. Other activities and opportunities associated with attending the 2005 ECR Conference

AWARD PROCESS:

1. Applications will be reviewed and awarded by the U.S. Institute. It is important that all applications contain complete information as requested.
2. Applicants will be notified as soon as possible once a decision is made. Those receiving registration waivers will be notified by telephone and e-mail. Those whose applications were not approved will receive notification by e-mail or regular postal mail if no e-mail is provided.
3. Recipients awarded registration waivers will receive confirmation via email of the waiver amount and a “Coupon Code” that will be required for online conference registration.
4. Registration waivers apply toward the conference registration fee only. Additional fees for training, programmatic tours and other conference related expenses will be the responsibility of the individual.