



2009 NFWL Annual Conference - Santa Ana Pueblo, NM Host Committee Confirmation Form

Hyatt Tamaya Resort - Santa Ana Pueblo, NM
September 3-7, 2009

What is the mission of the National Foundation for Women Legislators?

The National Foundation for Women Legislators (NFWL) is a non-profit, non-partisan organization striving to provide strategic resources to women leaders for leadership development and effective governance through conferences, seminars, issue education materials, professional and personal relationships, and networking at both state and federal levels.

What is the NFWL Annual Conference Host Committee?

The Planning Committee is a group of elected officials, corporations and local organizations from New Mexico that collaborate with NFWL to help secure volunteers, invite local and national VIPs, and reach out to the community for support and attendees.

How can I help?

There are several Sub-Committees that you may be interested in serving on (please choose one or more):

- Community Outreach**
Members of this Sub-Committee help define the experience for our guests by facilitating the participation of locally-owned businesses and visits to special attractions.
- Volunteer**
Volunteers work on all aspects of the conference, ranging from note takers at policy committee meetings to registration attendants to ushers at plenary sessions. They are needed throughout all of the conference dates as well as in the months before the conference to assist with logistics and outreach.
- VIPs**
Helps suggest and invite local political, corporate, and entertainment celebrities to attend the Conference. Solid contact information is extremely helpful. These VIP Speakers address the legislators and guests at meals, workshops, & roundtables. The Sub-Committee is also responsible for coordinating transportation logistics of VIPs while on the ground.
- Security**
The Security Sub-Committee works to ensure the safety and comfort of all NFWL Conference guests and VIPs. They also provide surveillance of the exhibit and silent auction areas. In the past members of the Security Sub-Committee have ranged from local volunteers to officers of the state's department of public safety.
- Technology**
The Technology Sub-Committee secures donations of computers, printers and cell phones and/or two-ways for NFWL staff and volunteer use during the Annual Conference
- Fundraising & In-Kind Donations**
Collaborate with NFWL to help with the financial obligations of the Annual Conference. Donations will be used to defray the cost of staff and legislator travel as well as logistical expenditures and will assist with the general operation of conference activities.

Name _____ Title _____

Legislative State or Organization _____

Street Address (address to send event information) _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Email Address _____ Cell Phone _____

Please fax back your Completed Confirmation Form to (202) 293-5430, Attn: Julie Swaney
Call NFWL (202) 293-3040, x1010 with questions or visit our website: www.womenlegislators.org