

*The Association for the Improvement of Minorities*

*In the Internal Revenue Service*



SOUTHWEST REGIONAL CONFERENCE

REGISTRATION PACKAGE

**AIM = People, Purpose, Passion**

May 4 – 5, 2018 (Fri-Sat)

DoubleTree Hilton Hotel

San Antonio Downtown

502 W. Caesar Chavez  
San Antonio, TX 78207  
(210) 224-7155

# *Southwest Regional Business Meeting & Training Seminar*

## **Conference Schedule**



### **Friday, May 4, 2018**

- 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, May 5, 2018**

- 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!!!***

# Southwest Regional Business Meeting & Training Seminar

## Advertisement Order Form



Greetings Members and Friends,

The 2018 Southwest Regional Business Meeting and Training Seminar is May 4 - 5, 2018. 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 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 Wednesday, April 18, 2018.** Completed order forms and advertisements may be e-mailed to [harriss131@yahoo.com](mailto:harriss131@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 **Wednesday, April 18, 2018**. 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 Steve Harris at [harriss131@yahoo.com](mailto:harriss131@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, Southwest Region will hold the 2018 Business Meeting and Training Seminar on May 4 – 5, 2018. This Business Meeting and Training Seminar will be held at the DoubleTree Hilton Hotel San Antonio Downtown

We would like to invite businesses to display and sell their products during the Seminar on Friday, May 4th - Saturday, May 5th, 2018 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, May 4, 2018 from 12:00PM – 7:00PM and Saturday, May 5, 2018 from 8:00AM – 3:00PM. Vendor set-up begins at 11:00AM on Friday, May 4th and 7:00AM on Saturday, May 5th.

**All completed Vendor forms and payments must be received on or before, Wednesday, April 18, 2018.**

**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 **Wednesday, April 18, 2018**. 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 FORM

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 \_\_\_\_\_

The Association for the Improvement of Minorities in the Internal Revenue Service  
**2018 Southwest Regional Conference Registration Form**



Business Meeting & Training Seminar

May 4 – 5, 2018  
[www.aim-irsswr.org](http://www.aim-irsswr.org)

"AIM = People Purpose, Passion"

DoubleTree Hilton Hotel San Antonio Downtown

502 W. Caesar Chavez  
 San Antonio, TX 78207  
 Phone: (210) 224-7155  
 Reservation Deadline: April 6, 2018  
 Group Name: AIM IRS 2018  
 Group Code: AIM  
 Online Reservation: [SWR Conference 2018](#)  
 Room Rate: \$119.00

**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 Networking Mixer and Souvenir eBook

Members ( <b>Registration Deadline: April 30, 2018</b> ).....	\$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	\$40.00		
Hospitality Networking Mixer	\$25.00		

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

On/before April 25, 2018 - Subject to a 25% processing fee

Conference Registration Fee:	
Additional Tickets Cost:	
Donation to Region:	
<b>Total:</b>	

**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