

**2008 Annual
Tribal Self-Governance
Department of Health & Human Services
and Department of the Interior
Conference**

“20 years of Tribal Self-Governance: Celebrating Excellence”

April 27 – May 1, 2008

Riviera Hotel and Casino

2901 Las Vegas Boulevard South

Las Vegas, NV 89109

Phone: 702-794-9412 Reservations: 1-800-634-6753

Who Should Attend ?

Sunday, April 27, 2008 to
Thursday, May 1, 2008

- ✓ Conference Planning Committee
- ✓ Tribal Leaders
- ✓ Self-Governance Coordinators
- ✓ Self-Governance Financial Staff
- ✓ New Tribes
- ✓ Interested Tribes and Tribal Representatives
- ✓ HHS Officials
- ✓ Office of Tribal Self-Governance, IHS
- ✓ HHS Regional/Area Directors
- ✓ DOI Officials
- ✓ Office of Self-Governance, DOI
- ✓ DOI Area and Central Office Directors

Conference Meeting Schedule:

Saturday, April 26, 2008 9:00 AM	Conference Preparation
Sunday, April 27, 2008 10:00 AM – 12:00 Noon 1:30 PM – 3:00 PM 3:15 PM – 5:00 PM	Conference Planning Meeting Self-Governance Workshop Tribal Caucus
Monday, April 28, 2008 8:30 AM – 5:00 PM	Department of Health and Human Services and Indian Health Service General Session
Tuesday, April 29, 2008 8:30 AM – 5:00 PM	Department of Health and Human Services and Indian Health Service Breakout Sessions and Wrap – Up
Wednesday, April 30, 2008 8:30 AM – 5:00 PM	Department of the Interior and Bureau of Indian Affairs General Session
Thursday, May 1, 2008 8:30 AM – 12:00 Noon	Department of the Interior and Bureau of Indian Affairs Breakout Sessions and Wrap – Up

CONFERENCE AGENDA

Please forward any agenda items that your Tribe/Tribal Organization or Agency would like to have addressed at the Conference and we will do our best to accommodate your request. To ensure that the appropriate Tribal and Federal representatives are invited and prepared to address these items, your request must be received by the Self-Governance Communication & Education office no later than April 1, 2008. If you have any other comments or recommendations regarding the Annual Self-Governance Conference, please fill out the attached Issues/Volunteer Request Form with your agenda items.

LODGING INFORMATION:

**Riviera Hotel and Casino
2901 Las Vegas Blvd South
Las Vegas, NV 89109
Phone: 702-794-9412 Reservations: 1-800-634-6753**

RESERVATIONS

A block of rooms has been reserved at the Riviera Hotel and Casino. Please reference Self-Governance Meeting when making your reservation. Room rates, inclusive of taxes, that are available to our group are as follows:

Single Occupancy	\$135.16 (prevailing federal per diem rate)
Additional Person:	\$20.00
Double Occupancy:	\$135.16
Additional Person:	\$20.00
Suites & Penthouses: (SUBJECT TO AVAILABILITY)	
Petite Suite:	\$190.75
One Bedroom Suite:	\$327
Two Bedroom Suite:	\$436
One Bedroom Penthouse	\$599.50
Two-Bedroom Penthouse	\$763

Please call 1-800-634-6753 to make your reservation. The deadline for reservations is March 27, 2008. You are urged to make your reservations prior to this date to receive the Conference meeting rate. Once our block is full at the Riviera Hotel and Casino we will only be able to recommend overflow hotels. We cannot guarantee the location or Conference rate at the overflow hotels.

When making your reservations, please indicate your smoking preference, room type (1 or 2 beds) and any special room arrangements (handicap, close to elevator, close to meeting room, early arrival/departure).

CHECK IN/CHECKOUT TIME

Check in time is after 4:00 PM

Check-out time is prior to 11:00 AM

EARLY DEPARTURE

Guests who check out earlier than scheduled will incur a penalty of one night's room and tax. The guest will be informed of this at check-in and can change his/her respective check-out date at the time of check-in, without penalty. An early check-out after that time will then be charged a penalty of one night's room and tax.

DEPOSITS/CONFIRMATIONS:

The hotel requires a one night's room deposit. This deposit may be made by major credit card, check, or money order. The credit card is charged at the time of the booking and if you are sending a check or money order, the hotel must receive payment within 14 days of making the room reservation or it will be canceled. The room deposit is refundable if reservations are canceled at least seven (7) days prior to arrival.

RECOMMENDED GRATUITIES

Gratuities will be at the discretion of each individual:

Porterage: \$5.00 in/\$5.00 out

Maid Services: \$2.00 per room per night

COPYING

If you are a presenter or a Conference sponsor and need copies of materials for this Conference, please send a "camera ready" original to SGCE prior to April 11, 2008. If you cannot meet this deadline, we cannot guarantee that your copies will be available at the Conference.

A copy request form is included for your convenience. Specify the Tribe, Tribal Organization or Affiliation that you are representing, any special handling instructions and indicate which session the materials should be made available. ***There will be minimal copying performed by the SGCE staff and volunteers during the Conference, so please send your request(s) in early.*** If your request for copying is received by April 11, 2008, you will receive a confirmation of your copying request via email. If you do not receive a confirmation by April 11, 2008, please follow-up with the SGCE staff. If you have any questions regarding copying, call Lorita Tom at 360-752-2270 Ext. 101, or email loritatom@tribalselgov.org Note that on-site copying will require a 24-hour turn-around time.

SHIPPING AND RECEIVING

The hotel will only accept pre-paid packages. Please be sure to include your return address. A package fee of \$5.50 per 15 lbs, per package will be assessed on all incoming and outgoing packages. All shipments should be sent to:

**Riviera Hotel and Casino
Self-Governance Communication and Education
C/O Business Center
Attention: [Your Name]
Arrival Date: [Your Arrival Date]
2901 Las Vegas Boulevard South
Las Vegas, NV 89109
702-794-9500**

PRE-REGISTRATION & PAYMENT PROCESS

(PRE-REGISTRATION/REGISTRATION FEES ARE NON-REFUNDABLE)

PRE-REGISTRATION

The pre-registration fee is \$275.00. A pre-registration form is included in this packet. The deadline for pre-registration is April 1, 2008. The onsite registration fee is \$325.00. A \$100.00 discount will be provided to presenters unless otherwise approved by SGCE Tribal Consortium.

Remember to complete one form for **each** conference participant. Please send all check, cashier's check or money order made payable to "SGCE" with the registration form attached. The registration form should only be returned to the SGCE office if accompanied with payment; otherwise please register on-site. If paying with a credit card (Visa or Master Card only) use the pay by phone option and simply call 360-752-2270, our staff will be happy to assist you. For tracking purposes, please note each conference participant's **full name** on the check and/or purchase order. Please send all completed form(s) to:

SGCE Office
ATTN: Nic Riley, Office Manager
Iowa Street Business Park
1768 Iowa Street
Bellingham, WA 98229-4702
Phone: 360-752-2270 ♦ Fax: 360-752-2192
Email: nriley@tribalselfgov.org

We encourage you to pre-register. This will assist our office in determining the amount of materials needed throughout the Conference. In addition, it will enable us to update our database and maintain current information on conference participants.

ON-SITE REGISTRATION

The on-site registration fee is \$325.00. Type of payment accepted is purchase order, check, money order, Visa, Master Card or cash.

REGISTRATION EXEMPTION

SGCE cannot afford to waive the Conference registration fee. These funds supplement other funding to cover the costs of the Conference.

➤ **Important Dates/Deadlines to Remember:**

- **March 7, 2008**
 - Sponsorship Graphics Submission
- **March 27, 2008**
 - Deadline for Hotel Reservations
- **April 1, 2008**
 - Issues Volunteer Request Deadline
 - Conference Pre-Registration Deadline
- **April 11, 2008**
 - Copy Requests Deadline
 - Exhibitor's Contract Deadline

