Subject: Register Now! 2024 CED Grant Recipient Conference



The Office of Community Services (OCS) is excited to announce that registration for the 2024 CED Grant Recipient Conference is now open!  The conference will be held at the XXX, located in Washington, DC on March 26-28th, 2024. Register today (link)!

The theme of this year's conference is XXX. The conference will also provide you with useful information, sessions, and resources as well as the opportunity to meet with your Program Specialist and other experts.

Register at XXX. All active CED grant recipients are *required* to attend the conference. CED Planning grant recipients are invited, but not required, to attend. The conference registration cut-off date is XXX.

For up to date information on the conference, including details for booking your hotel room and registering, please visit the 2024 conference webpage.

**Questions?**

Please email any questions to OCSRegistrar@icf.com.

# Registration Fields [Built into online platform]

- Prefix [Open ended]
- Name [Open ended]
- Email [Open ended]
- Phone [Open ended]
- Organization [Open ended]
- Organization Address [Open ended]
- Job Title [Open ended]
- Grant Number of Active Projects [Open ended]
- What type of CED grant do you have? [Multiple choice]
  - o CED traditional, energy community, or social enterprise
  - o CED planning
  - o Both
- What are you most interested in getting out of attending the conference? [Open ended]
- Are you interested in meeting with a technical assistance provider for 1-on-1 assistance?
  - o Yes
  - o No
  - o If yes, what are your TA needs? [Open ended]

**Subject: 2024 CED Grant Recipient Conference Registration Confirmation DRAFT**



Dear Grant Recipient,

Your registration is confirmed for the 2024 CED Grantee Conference on <mark>Month Days, Year</mark>!

At this time, we would like to encourage you to make your hotel and travel arrangements. Space is limited and the hotel room block expires <mark>Date</mark>. so make your hotel reservation now! For information regarding conference lodging options, please visit the 2024 CED Grant Recipient Conference Information page: <mark>LINK TO COME.</mark>

**Grant Recipient Materials & Product Submission**
As we begin preparing for the conference, we would like to hear from you!  To showcase your CED projects and the difference your projects make in your communities, we are requesting the following materials from your organization:

- Pictures;
- Videos;
- Inspirational stories; and
- Media pieces and articles.

Please also let us know if you are interested in showcasing any products you have developed through your CED projects. Examples of products might include:
- Food products;
- Tools or gadgets created through or used in CED projects; and
- Any other products created with CED funds or used in the implementation of your projects.

Please submit materials to OCSRegistrar@icf.com by <mark>DATE TBD</mark>. Please make sure to include your **grant number** and **grant year awarded**  on the materials you submit.  A completed "Permission to Use" form must accompany any submissions. Any individual in or associated with a photo or video must complete the Permission to Use Photo Form.

If have any questions, please contact the Conference Registrar by e-mail at
OCSRegistrar@icf.com.

We look forward to seeing you in the spring!

Sincerely,
OCS Registrar