



# CONFERENCE REGISTRATION FORM

Pennsylvania State Association of Township Supervisors' 2020 Educational Conference & Exhibit Show

May 3-6 • Hershey Lodge • Hershey, PA



## ◆◆◆ REGISTER ONLINE AND SAVE! ◆◆◆

PSATS is all set for you to register online at [conference.psats.org](http://conference.psats.org) starting January 14 at 9 a.m.  
**Registering online will save you money!**

**SECTION I. REGISTRATION.** If not registering online, use one copy of this form for each delegate. Spouses/guests must register using the same form as the registrant. Please print legibly or type names as you want them to appear on name badges. You may copy this form as needed.

REGISTRANT NAME: \_\_\_\_\_

PSATS ID #: C - \_\_\_\_\_

SPOUSE/GUEST NAME: \_\_\_\_\_

*(Please note: The guest designation and fee are only for those who are not affiliated with the township and do not serve on a township board or committee.)*

TOWNSHIP: \_\_\_\_\_ COUNTY: \_\_\_\_\_

FIRM (if other than township): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

*PSATS does not share email addresses and only uses them for important PSATS-related information so please provide your personal email address.*

CELL PHONE NUMBER FOR EMERGENCY TEXT MESSAGES FROM PSATS: (\_\_\_\_) \_\_\_\_\_

If this registrant is the township's **VOTING DELEGATE**, the township secretary must check here  and sign to confirm. \_\_\_\_\_

**Consent to Use of Likeness:** Registration and attendance at the conference constitute an agreement by the registrant or attendee to allow PSATS to use and distribute (both now and in the future) their image or voice in photographs, video, electronic reproductions, and audio of such events and activities.

- Yes, this is my **FIRST** PSATS conference.
- Yes, I would like **TO HAVE** a mentor during the conference.
- Yes, I would like **TO BE** a mentor during the conference. (see enclosed flyer)
- Yes, I have completed 20 or more years of township service.

**Position/Title:**

- Supervisor
- Manager
- Secretary
- Secretary/Treasurer
- Treasurer
- Roadmaster
- Road Crew
- Solicitor
- Engineer
- Planner
- EMC
- Zoning/Code Official
- Associate Member
- Other \_\_\_\_\_

**SECTION II. LODGING.** If you are not registering online and need lodging...

### YOU MUST CALL PSATS TO RESERVE YOUR HOTEL ROOMS.

Call the **PSATS Hotel Reservation Help Desk** beginning January 14 at 9 a.m.:  
(717) 763-0930, ext. 190.

#### PSATS Hotel Reservation Help Desk Hours

- Jan. 14: 9 a.m. to 4:30 p.m.
- Jan. 15 to May 1: Normal business hours of 8:30 a.m. to 4:30 p.m.

**SECTION III. FEES.** See reverse for registration fees and see the enclosed "Additional Information" flyer.

- A. Registrant Fee ..... \$ \_\_\_\_\_
- B. Spouse/Guest Fee (no affiliation with township) ..... \$ \_\_\_\_\_
- C. Sunday Grassroots Advocacy Network Reception – # attending = \_\_\_\_\_ ..... \$ FREE
- (This event is free, but you must register to attend.)
- D. Sunday First-Time Attendees ("New-bees") Meet & Greet – # attending = \_\_\_\_\_ ..... \$ FREE
- E. Sunday Roaring 20's-Themed Welcome Reception \_\_\_\_\_ (number) Person(s) @ \$30 each = ..... \$ \_\_\_\_\_
- (See the back page of the enclosed conference promotional booklet for details.)
- F. Monday Capitol Tour – # attending = \_\_\_\_\_ ..... x \$10 = \$ \_\_\_\_\_
- (Please note that the \$10 fee for the Capitol Tours will be returned to those attending in the form of a \$10 voucher to be used at the PSATS Store during the conference.)
- G. Monday Evening Legislative Reception \_\_\_\_\_ (number) Person(s) ..... \$ FREE
- Yes, I will use shuttle transportation to and from the reception.  No, I won't need transportation.
- H. Tuesday Secretaries-Managers Thank-You Luncheon (registration required) ..... \$ \_\_\_\_\_
- Township Secretary or Manager, \$10  All Others, \$25
- I. Guest Programs (Enter number attending and calculate cost for each below; enter total cost here) → \$ \_\_\_\_\_
- Monday/Longwood Gardens Walking Tour ..... # attending \_\_\_\_\_ x \$65 = \_\_\_\_\_
- Monday/Harrisburg Senators Baseball Game .... # attending \_\_\_\_\_ x \$40 = \_\_\_\_\_
- Tuesday/Sight & Sound Theatre & Lunch ..... # attending \_\_\_\_\_ x \$99 = \_\_\_\_\_
- Wednesday/PA Bingo ..... # attending \_\_\_\_\_ x \$30 = \_\_\_\_\_
- See the enclosed Guest Programs schedule in the "Additional Information" flyer for more details on the guest programs.*
- J. TOTAL CONFERENCE REGISTRATION FEES ..... \$ \_\_\_\_\_

**SECTION IV. PAYMENT INFORMATION.** If paying by check, mail completed form(s) with a check made payable to PSATS, 4855 Woodland Drive, Enola, PA 17025. If paying by credit card, mail or fax the form(s) to PSATS at (717) 763-9732.

Method of payment:  Check enclosed  Visa  MasterCard  Discover **We do NOT accept American Express.**

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Valid through (mm/yy): \_\_\_\_ / \_\_\_\_

CCV (3-digit code on back of credit card): \_\_\_\_\_

Print name as it appears on card: \_\_\_\_\_

Cardholder's address as it appears on statement: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

## 2020 PSATS Conference Registration Fees

These registration fees apply to member townships and their elected and appointed officials and employees, as well as members of PSATS' affiliate associations (*Township Engineers Association, Township Solicitors Association, Township Emergency Management Association, Township Planning Association, and the Pa. Association of Zoning Officials*) and Associate Members who have paid their 2020 membership dues. For more information on room reservation and cancellation policies, see page 3 of the conference promotional booklet.

<u>Registration Type</u>	<u>By April 10</u>	<u>After April 10</u>
<b>Member Online Registration</b>	\$160	\$210
<b>Member Paper Registration</b>	\$185	\$210
<b>Guest Online or Paper Registration</b>	\$75	\$85
<b>Non-member Online or Paper Registration</b>	\$210	\$260

**Register  
Online  
& Save!**

## Additional Accreditation Seminar/Workshop Registration

Please note that **registration** for the Spring Emergency Management Forum, the Spring Solicitors Seminar, the Spring Engineers Seminar, and the Spring Zoning Officials Forum **must be done separately** from conference registration. To register for any of these professional seminars, simply follow the instructions below.

- To register for the **Spring Emergency Management Forum** to be held at the Hershey Lodge on Sunday, May 3, go to [tema.psats.org](http://tema.psats.org) and click on the "Spring 2020 Forum Registration" button.
- To register for the **Spring Solicitors Seminar** to be held at the Hotel Hershey on Monday, May 4, go to [solicitors.psats.org](http://solicitors.psats.org) and click on the "Spring 2020 Seminar Registration" button.
- To register for the **Spring Engineers Seminar** to be held at the Hershey Lodge on the mornings of Monday, May 4, and Tuesday, May 5, go to [engineers.psats.org](http://engineers.psats.org) and click on the "Spring 2020 Seminar Registration" button.
- To register for the **Zoning Officials Spring Educational Forum** to be held at the Hershey Lodge on Sunday, May 3, go to [PAAZO.org](http://PAAZO.org) and click on the "Spring 2020 Zoning Officials Educational Symposium Registration" button.

## Other Important Information

### Enroll in PMGA and Enhance Your Local Government Skills!

The PSATS Municipal Government Academy is a leadership development and educational enrichment program that you can tailor to meet your specific needs.

For a well-rounded curriculum, you can enroll in the PMGA Graduate Program, which requires that you earn points in all four categories: Administration, Planning/Zoning, Public Works, and Public Safety. Or, you can choose a PMGA Certificate Program in which you focus more heavily on one of the PMGA categories. Points are earned by attending PSATS' in-person classes, webinars, and major events such as the Annual Conference, where you can also earn additional points by attending educational workshops.

For more information about PMGA, go to [connect.psats.org/pmga](http://connect.psats.org/pmga).

### First Conference? Sign up for the First Timers Webinar on April 8!

Will this be your first conference? Got questions about how to maximize your time at the conference? Then you will want to join us for our free "First Timers Webinar," which will be held twice on April 8, 2020 (*once at 10 a.m. and again at 1 p.m.*).

Registration is available by clicking on the "First Timers Webinar" button at [conference.psats.org](http://conference.psats.org).

During this webinar, you will hear from PSATS staff on how to plan your time during the conference, get a chance to ask any questions you might have, and learn some tried-and-true tips from veteran attendees about how to get the most from your first conference attendance.

### Still Not Sure If You're Attending the Conference?

If you have not yet decided to attend the conference, we encourage you to watch our informational videos at [conference.psats.org](http://conference.psats.org), where you can hear what your peers say about the value of attending the conference and watch our 2020 promotional video.

### Not a Member of PSATS' Grassroots Advocacy Network? Then Join Today! It's Easy.

The most effective grassroots advocates are informed grassroots advocates.

Get the information you need to effectively discuss important PSATS policies with your state and federal elected officials by joining the PSATS Grassroots Advocacy Network.

To become a member of the Grassroots Advocacy Network, contact PSATS by email at [grassroots@psats.org](mailto:grassroots@psats.org) or by phone at (717) 763-0930, ext. 178.

**Questions? Call PSATS at (717) 763-0930, ext. 189.  
4855 Woodland Drive, Enola, PA 17025**