



# CONFERENCE REGISTRATION FORM

Pennsylvania State Association of Township Supervisors' 96th Annual Educational Conference & Exhibit Show  
April 22-25, 2018 • 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 16 at 9 a.m. **Registering online will save you money!** If you do not have Internet access, complete this form and return it to PSATS.

### 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** and print 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.**

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.

- 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)

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

### SECTION II. LODGING.

**PLEASE CALL PSATS TO RESERVE YOUR HOTEL ROOMS.**

Call the **PSATS Hotel Reservation Help Desk** beginning January 16 at 9 a.m.: (717) 763-0930, ext. 190.

**PSATS Hotel Reservation Help Desk Hours**

- Jan. 16 — 9 a.m. to 4:30 p.m.
- Jan. 17 to Jan. 19 — 8 a.m. to 4:30 p.m.
- Jan. 22 to April 18 — 8:30 a.m. to 4:30 p.m. weekdays

### SECTION III. FEES.

- See reverse for registration fees and see the enclosed "Don't Miss These Events" 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 and Greet – # attending = \_\_\_\_\_ .....\$ \_\_\_\_\_ **FREE**
  - E. Sunday "Roundup at the PSATS Ranch" Reception \_\_\_\_\_ (number) Person(s) @ \$25 each = .....\$ \_\_\_\_\_  
(See the back page of the enclosed conference promotional booklet for details.)
  - F. Monday Evening Legislative Reception \_\_\_\_\_ (number) Person(s) .....\$ \_\_\_\_\_  
 Yes, I will use shuttle transportation to and from the reception.     No, I won't need transportation.
  - G. Tuesday Secretaries-Managers Thank-You Luncheon (registration required) .....\$ \_\_\_\_\_ **FREE**  
 Township Secretary or Manager, \$10     All Others, \$25
  - H. Guest Programs (Enter number attending and calculate cost for each below; enter total cost here) → \$ \_\_\_\_\_
    - Monday/Gettysburg Battlefield Museum and Guided Tour ..... # attending \_\_\_\_ x \$65 = \_\_\_\_\_
    - Monday/Still-Life Painting Class ..... # attending \_\_\_\_ x \$30 = \_\_\_\_\_
    - Tuesday/Sight & Sound Theatre & Lunch ..... # attending \_\_\_\_ x \$99 = \_\_\_\_\_
    - Tuesday/Shop and Tour Historic Lititz ..... # attending \_\_\_\_ x \$50 = \_\_\_\_\_
    - Wednesday/ PA Bingo ..... # attending \_\_\_\_ x \$25 = \_\_\_\_\_
  - I. TOTAL CONFERENCE REGISTRATION FEES.....\$ \_\_\_\_\_

*See the enclosed Guest Programs flyer for more details on the guest programs.*

### 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: \_\_\_\_\_

## 2018 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' professional 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 2018 membership dues. For more information on room reservation and cancellation policies, see Page 3 of the conference promotional booklet.

Registration Type	By March 31	After March 31
<b>Member Online Registration</b>	\$160	\$210
<b>Member Paper Registration</b>	\$185	\$210
<b>Guest Online or Paper Registration</b>	\$75	\$85
<b>Nonmember Online or Paper Registration</b>	\$210	\$260



### Additional Accreditation Seminar/Workshop Registration

Please note that **registration** for the Spring Emergency Management Forum, the Spring Solicitors Seminar, the Spring Engineers Seminar, Spring Zoning Officers Forum, and the Code Officials Workshop **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, April 22, go to [tema.psats.org](http://tema.psats.org) and click on the "Spring 2018 Forum Registration" button.
- To register for the [Spring Solicitors Seminar](#) to be held at the Hotel Hershey on Monday, April 23, go to [solicitors.psats.org](http://solicitors.psats.org) and click on the "Spring 2018 Seminar Registration" button.
- To register for the [Spring Engineers Seminar](#) to be held at the Hershey Lodge on the mornings of Monday, April 23, and Tuesday, April 24, go to [engineers.psats.org](http://engineers.psats.org) and click on the "Spring 2018 Seminar Registration" button.
- To register for the [Zoning Officers Spring Educational Forum](#) to be held at the Hershey Lodge on Sunday, April 22, go to [PAAZO.org](http://PAAZO.org) and click on the "Spring 2018 Zoning Officers Educational Symposium Registration" button.
- To register for the ["Residential Building Code Plan Reviews and Inspections"](#) class to be held at the Hershey Lodge on Sunday, April 22, go to [connect.psats.org](http://connect.psats.org) and click on "Education," then "Educational Catalog — Classroom-Based," and then look for the class title.

### Other Important Information

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

PMGA is our leadership development and educational enrichment program that you can tailor to meet your specific professional development needs.

Focusing on the four main pillars of a successful township, specialized classes with the state's top municipal instructors are offered in township administration, community planning, public works, and public safety tracks.

After completing either the certificate track or the graduate degree program, you will be better prepared to handle anything that comes your way in the future.

PMGA enrollees automatically earn four elective credits for attending the PSATS Conference and can earn additional track-specific secondary credits for successfully completing certain PMGA-designated workshops.

For more information about PMGA, call PSATS at (717) 763-0930, ext. 151.

#### First Conference? Sign up for the First Timers Webinar on April 5!

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 5, 2018 (*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, then we encourage you to watch our informational videos at [conference.psats.org](http://conference.psats.org), where you can take a walking tour of the conference activities, hear what your peers say about the value of attending the conference, and watch our 2018 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.

After joining, make sure you (and your state legislators) attend our upcoming Legislative Reception and Grassroots Advocacy Day during the conference on Monday, April 23, 2018, from 5 to 6:30 p.m. in the State Capitol Complex.

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**