



CONFERENCE REGISTRATION FORM

Pennsylvania State Association of Township Supervisors' 95th Annual Educational Conference & Trade Show

April 23-26, 2017 • Hershey Lodge • Hershey, PA



◆◆◆ REGISTER ONLINE AND SAVE! ◆◆◆

PSATS is all set for you to register online at conference.psats.org starting January 17 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: _____

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 applicable other than township): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: (____) _____

PSATS does not share email addresses and only uses them for important PSATS-related information.

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.

Those registering online will also book their lodging online. Those registering using this form must call the PSATS Hotel Reservation Help Desk beginning January 17 at 9 a.m. to reserve rooms: (717) 763-0930, ext. 190.

If you are registering using this form (not online), please check the appropriate box below:

- I **WILL** require lodging during the conference.
- I **WILL NOT** require lodging during the conference.

PSATS Hotel Reservation Help Desk Hours

- Jan. 17 — 9 a.m. to 4:30 p.m.
- Jan. 18 to Jan. 20 — 8 a.m. to 4:30 p.m.
- Jan. 23 to April 19 — 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. Secretaries-Managers Thank-You Luncheon (registration required)\$ _____
 - Township Secretary or Manager, \$10 All Others, \$25
 - D. Sunday Grassroots Lobbying Network Reception – # attending = _____\$ _____ FREE

(This event is free, but you must register to attend.)
 - E. Sunday First-Time Attendees ("New-bees") Meet and Greet – # attending = _____\$ _____ FREE
 - F. Sunday Welcome Reception _____ (number) Person(s) @ \$25 each =\$ _____

(See the back page of the enclosed conference promotional booklet for details.)
 - 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. Guest Programs (Enter number attending and calculate cost for each below; enter total cost here) → \$ _____
 - Monday/Wine Tour & Lunch..... # attending ____ x \$70 = _____
 - Monday/Painting Class # attending ____ x \$30 = _____
 - Monday/Baseball Game & Dinner..... # attending ____ x \$35 = _____
 - Tuesday/Sight & Sound Theatre & Lunch # attending ____ x \$99 = _____
 - Tuesday/The Amish of Lancaster County # attending ____ x \$75 = _____
 - Wednesday/ PA Bingo..... # attending ____ x \$25 = _____

See the enclosed Guest Programs flyer for more details on the guest programs.
 - I. 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: _____

2017 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, and Township Planning Association*) and Associate Members who have paid their 2017 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 March 31</u>	<u>After March 31</u>
Member Online Registration	\$150	\$175
Member Paper Registration	\$175	\$200
Guest Online or Paper Registration	\$85	\$95
Nonmember Online or Paper Registration	\$200	\$250



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 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 23, go to tema.psats.org and click on the "Spring 2017 Forum Registration" button.
- To register for the **Spring Solicitors Seminar** to be held at the Hotel Hershey on Monday, April 24, go to solicitors.psats.org and click on the "Spring 2017 Seminar Registration" button.
- To register for the **Spring Engineers Seminar** to be held at the Hershey Lodge on the mornings of Monday, April 24, and Tuesday, April 25, go to engineers.psats.org and click on the "Spring 2017 Seminar Registration" button.
- To register for the **"Best Practices for Code Officials" workshop** to be held at the Hershey Lodge on Sunday, April 23, go to code.psats.org and click on the "Spring 2017 Workshop Registration" button.

Other Important Information

Enhance Your Local Government Skills. Enroll in PMGA!

PSATS' Municipal Government Academy (PMGA) is a multi-year training program that you can tailor to your specific professional development needs. Focusing on the four main pillars for a successful township, specialized classes are offered in the areas of township administration, community planning, public works, and public safety. After completing this comprehensive program, you will be fully prepared to handle anything that comes your way in the future. PMGA enrollees earn four elective credits if they attend the PSATS Conference and can also earn other credits for attending PMGA-designated workshops held during the conference. Enrollment information is available at pmga.psats.org or by calling PSATS at (717) 763-0930, ext. 128.

First Conference? Sign up for the First Timers Webinar on April 6!

Will this be your first conference? Got questions about how to maximize your time? Then you will want to join us for our free "First Timers Webinar," which will be held twice during the day on April 6, 2017. Registration is available by clicking on the "First Timers Webinar" button at 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 also learn some tried-and-true tips from veteran attendees about how to get the most from your 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 two conference videos at conference.psats.org. You can take a tour of the Conference in the one video and hear what your peers have to say about the Conference in the other video.

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

The most effective grassroots lobbyists are informed grassroots lobbyists. Get the information you need to discuss important PSATS policies with your state and federal elected officials by joining the PSATS Grassroots Lobbying Network. And then make sure your state legislators attend our annual Legislative Reception and Grassroots Lobbying Day during the conference on Monday, April 24, 2017, from 5 to 6:30 p.m. in the State Capitol Complex. To become a member of the PSATS Grassroots Lobbying Network, contact PSATS by email at 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**