



CONFERENCE REGISTRATION FORM

Pennsylvania State Association of Township Supervisors' 97th Annual Educational Conference & Exhibit Show

April 14-17, 2019 • Hershey Lodge • Hershey, PA



◆◆◆ REGISTER ONLINE AND SAVE! ◆◆◆

PSATS is all set for you to register online at conference.psats.org starting January 14 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 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.

ONSITE CELL PHONE NUMBER FOR EMERGENCY TEXT MESSAGES: (____) _____

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)
- 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...

PLEASE 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 April 10: 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") "Swarm"** – # attending = _____ \$ **FREE**
- E. Sunday 60's-Themed Welcome Reception** _____ (number) Person(s) @ \$25 each = \$ _____
- (See the back page of the enclosed conference promotional booklet for details.)
- F. Tuesday Secretaries-Managers Thank-You Luncheon** (registration required) \$ _____
- Township Secretary or Manager, \$10 All Others, \$25
- G. Guest Programs** (Enter number attending and calculate cost for each below; enter total cost here) → \$ _____
- **Monday/King of Prussia Mall Shopping Excursion**..... # attending _____ x \$30 = _____
- **Monday/Still-Life Painting Class** # attending _____ x \$30 = _____
- **Tuesday/Sight & Sound Theatre & Lunch** # attending _____ x \$99 = _____
- **Tuesday/Amish Quilt Tour of Lancaster County**..... # attending _____ x \$80 = _____
- **Wednesday/ PA Bingo**..... # attending _____ x \$25 = _____
- H. TOTAL CONFERENCE REGISTRATION FEES**..... \$ _____

See the enclosed Guest Programs schedule in the "Additional Information" 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: _____

2019 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 2019 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	\$160	\$210
Member Paper Registration	\$185	\$210
Guest Online or Paper Registration	\$75	\$85
Non-member Online or Paper Registration	\$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, and the Spring Zoning Officers 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, April 14, go to tema.psats.org and click on the "Spring 2019 Forum Registration" button.
- To register for the **Spring Solicitors Seminar** to be held at the Hotel Hershey on Monday, April 15, go to solicitors.psats.org and click on the "Spring 2019 Seminar Registration" button.
- To register for the **Spring Engineers Seminar** to be held at the Hershey Lodge on the mornings of Monday, April 15, and Tuesday, April 16, go to engineers.psats.org and click on the "Spring 2019 Seminar Registration" button.
- To register for the **Zoning Officers Spring Educational Forum** to be held at the Hershey Lodge on Sunday, April 14, go to PAAZO.org and click on the "Spring 2019 Zoning Officers Educational Symposium Registration" button.

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. 171.

First Conference? Sign up for the First Timers Webinar on March 28!

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 March 28, 2019 (*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.

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, where you can hear what your peers say about the value of attending the conference and watch our 2019 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 or by phone at (717) 763-0930, ext. 178.

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