

Additional Information



PSATS' 2021 Conference Timeline

Keep handy for your reference.

December 3, 2020

Conference publicity materials are mailed to all members. Because many of you registered for the 2020 Conference and have remained registered while others canceled and may need to reregister, please see the orange cover page for instructions on what to do. **Everyone, from 2020 registrants to all new or returning registrants, must go through the 2021 registration process.** Also, we encourage you to watch our “How to Register” video at conference.psats.org, which will walk you through the registration process and explain how to reserve lodging. As previously announced, PSATS canceled all 2020 hotel rooms so if you need a room, you must take care of this for 2021. **Also, be sure to have all of your PSATS member information updated at psats.org under “My Profile” after you log in.**

January 4, 2021

At your January organization meeting, be sure to:

- 1) Authorize attendance for those supervisors, employees, and other officials going to the conference.
- 2) Choose your township’s “voting delegate” (must be a supervisor, secretary, treasurer, or manager).

January 12, 2021

Conference registration and room reservation system opens at 9 a.m. at conference.psats.org.

Need help? Call the PSATS Conference Registration and Hotel Reservation Help Desk starting at 9 a.m. at (717) 763-0930, ext. 190, or watch our informational “How to Register” video at conference.psats.org.

Also, please read the instructions on the orange cover page since many of you carried over your registrations from 2020.

Upon completing your conference registration, you will be directed to the conference room reservation website and receive an email confirming the details.

March 12, 2021

Hotel confirmations will be sent by each PSATS conference hotel to those with room reservations indicating confirmed room nights, room type and rate, and names of other occupants.

March 24, 2021

Free live webinars for first-time attendees (at 10 a.m. and again at 1 p.m.). Sign up at conference.psats.org.

April 18-21, 2021

Obtain conference credentials: Report to the PSATS check-in area in the Chocolate Lobby at the Hershey Lodge to obtain your conference welcome packet and name badge.

More information is available at conference.psats.org.



Don't Miss These Events

Be Sure to Sign Up!

Sunday, April 18

First-Timers Meet-and-Greet Reception ♦ 4:15 - 5:15 p.m. ♦ Hershey Lodge, Aztec Room



Free for all first-timers and their mentors, but preregistration is required. (This event is for first-time conference-goers only.)

Conference newcomers, or new-bees, are invited to this casual get-together, where they will meet members of the PSATS Executive Board, staff, and fellow township officials who have volunteered as ambassadors to mentor first-timers during and after the conference.

We encourage you to take advantage of this opportunity to ask “veterans” about the conference, including what goes on, how to find your way

around, what's the best time to visit the exhibit hall, and where to dine. We're here to help make your first conference experience a positive one. Snack food, beverages, and door prizes will be available!



1920's-Themed Welcome Reception ♦ 6:45 - 8:45 p.m. ♦ Hershey Lodge, Chocolate Ballroom

\$35 per person (must be registered for the conference)

Calling All Guys and Dolls! Join Us at Our "Roaring '20s" Welcome Reception



The PSATS Executive Board and Trustees invite all conference attendees — delegates, guests, and exhibitors — to join them for a roaring good time to start the 2021 Conference. Come as a flapper or come as a star; come as a gangster or come as you are! It's going to be fun no matter

your dress; just bring yourself, and we'll do the rest! Either way, put on your glad rags 'cuz it's gonna be the cat's meow! This event is quickly becoming an attendee favorite so register early to make sure you get a seat. You won't want to miss it!

Tuesday, April 20

Secretaries-Managers Thank-You Luncheon ♦ Noon - 1 p.m. ♦ Hershey Lodge, Empire Suite

\$10 for secretaries or managers who register for the conference and \$25 for all others

Please join us for a special hour of celebration and networking at PSATS' Annual Secretaries-Managers Thank-You Luncheon!

PSATS is once again hosting a special luncheon at its 2021 Annual Conference to honor townships' hard-working secretaries and managers, who keep townships running smoothly from day to day. This is also a great opportunity to network with your peers and share valuable information.

Everyone is invited, but space is limited so register early! Our ever-popular Township Secretaries and Managers Q&A will follow the luncheon.



Grassroots Advocacy Reception ♦ 6 - 7 p.m. ♦ Location TBD

Free but preregistration is required.



PSATS will be holding a reception for members and legislators Tuesday evening to socialize and share concerns. The PSATS Grassroots Advocacy Network plays an important role in advancing township-related legislation through the legislature. If you're a member of the network, come on out! If you're not, come to the reception and find out what you've been missing.

While attendance at the reception is free, preregistration is required. If you plan to attend this event, please be sure to make a reservation when you register for the conference.

PSATS' Centennial Celebration Dinner will be held immediately following the reception in a separate location at the Lodge. For more about the dinner, which is a ticketed event (fee paid in advance), see below.

Centennial Celebration Dinner ♦ 7 - 9:30 p.m. ♦ Location TBD

Hosted by the Pennsylvania Leadership Institute. More details and cost to come.

Come help us celebrate 100 years of serving townships in Pennsylvania! Reserve a whole table or individual seats and join us in commemorating PSATS' centennial birthday. We will have plenty of surprises in store for you that night, along with a delicious meal, commemorative take-away, a special cake, entertainment, and more. It's not every day we turn 100

years old so don't miss this once-in-a-lifetime event.

All conference registrants will get information about the Centennial Celebration Dinner as more details are confirmed.



PSATS Conference Mentor-Mentee Program

Where you can learn from experienced township officials and establish an ongoing peer-to-peer relationship

Mentor's Role

- Reach out to mentee prior to the PSATS Conference.
- Share best practices for good local governance.
- Share knowledge about PSATS' services and assistance.
- Meet your Mentee at the First-Timers Meet-and-Greet Reception Sunday, April 18.

Mentor Expectations

- Must register for (and attend) the upcoming Annual PSATS Conference.
- Must have attended at least one PSATS Conference in the last three years.
- Must support the mission and goals of PSATS.
- Has an email address & cell phone for ease of communication.

Mentee Benefits

- Improved conference experience:
 - ◆ Understand what to expect from the conference ahead of time.
 - ◆ Learn to navigate the conference facility.
 - ◆ Ask the mentor questions about the conference and local government anytime.
 - ◆ Network with the mentor and others during and after the conference.
- Clear knowledge of PSATS' services prior to needing them.
- An experienced person to contact for ideas, advice, and support when needed.



If interested in participating as a **mentor** or **mentee**, please call PSATS at (717) 763-0930, ext. 189, or note it on your conference registration.

Timeline for Mentor-Mentee Relationship



Prior to the Conference

- Mentor reaches out to the mentee by phone to:
 - ◆ Share contact information.
 - ◆ Set up a time and place to meet if other than the First-Timers Meet-and-Greet Reception on Sunday, April 18.
 - ◆ Discuss various facets of the conference (general sessions, workshops, exhibit show, Welcome Reception, etc.).
 - ◆ Inform of First-Timers events (webinar and First-Timers Meet-and-Greet Reception).
- ◆ Suggest what workshops might be good to attend and explain how the workshops are categorized by tracks.
- ◆ Make sure the mentee understands the role of PSATS and the services it provides.
- Mentor follows up with the mentee.
- Mentor calls or emails the mentee right before the conference to remind them of their meeting location.

At the Conference

- Mentor and mentee attend the First-Timers Meet-and-Greet Reception together on Sunday, April 18, from 4:15 to 5:15 p.m.
- Mentor and mentee meet to take a casual tour of the Lodge.
- Mentor is available for questions, general guidance, and directions.

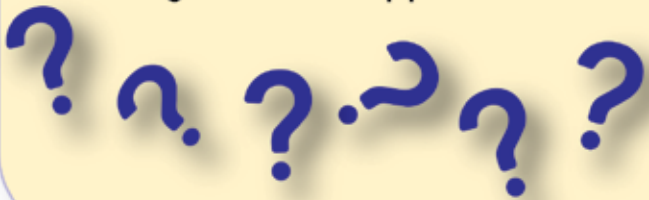
After the Conference

- Mentor reaches out to the mentee a week to 10 days after the conference to discuss the mentee's conference experience.
- Mentor reinforces what PSATS does and what services it has to offer townships and their elected officials and staff.
- If desired, both stay in touch and reach out to each other after the conference to assist with any further questions or comments.



What Is the Power of One?

The Power of One is a **personalized volunteer initiative** that urges PSATS' members to get involved with the association through various opportunities.



Why Should I Volunteer?

- Opportunities respectful of your busy schedule
- Building relationships with fellow local leaders
- Overall rewarding experiences



What Opportunities Are Available?

- Help at the Annual Conference
- Help at a regional PSATS class
- Contact a legislator
- Share an experience with the Township News
- Post on the Discussion Group
- Like and share posts on Facebook

How Can I Get Involved?

Visit psats.org,
"Programs & Services" and
"Power of One Program"

Or

Call 717-763-0930, ext. 189



Don't Miss These Special Events!

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6:45-8:45 p.m., Chocolate Ballroom, Hershey Lodge

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COST: \$35 per person



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7-9:30 p.m., Hershey Lodge (*Location TBD*)

Centennial Celebration Dinner

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HOSTED BY: THE PENNSYLVANIA LEADERSHIP INSTITUTE
DETAILS TO COME

