



# CONFERENCE REGISTRATION FORM

Pennsylvania State Association of Township Supervisors' 2022 Educational Conference & Exhibit Show

April 24-27 • 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 11 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 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 \_\_\_\_\_

**By attending this event, you assume all risk for any injury, illness, damages or other loss that you may experience or incur in connection with this event. You hereby release for you, and anyone else being registered by you, covenant not to sue, and hold harmless PSATS, its officers, employees and representatives from any claims, actions, damages, or other loss arising out of or relating to your attendance at this event.**

Check box to accept these terms. \_\_\_\_\_ initial here

## 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 11 at 9 a.m.: (717) 763-0930, ext. 190.

### PSATS Hotel Reservation Help Desk Hours

- Jan. 11: 9 a.m. to 4:30 p.m.
- Jan. 12 to April 22: Normal business hours of 8:30 a.m. to 4:30 p.m.

## SECTION III. FEES.

 See reverse for registration fees and see the "Additional Information" flyer.

- A. Registrant Fee** ..... \$ \_\_\_\_\_
- B. Spouse/Guest Fee** (no affiliation with township) ..... \$ \_\_\_\_\_
- C. Sunday 'Together Again' Welcome Reception** – # attending = \_\_\_\_\_ ..... \$ FREE
- (See the back page of the conference promotional booklet for details.)
- D. Monday Roaring '20s Buffet Reception** \_\_\_\_\_ (number) Person(s) @ \$35 each = ..... \$ \_\_\_\_\_
- E. Tuesday Secretaries-Managers Thank-You Luncheon** (registration required) ..... \$ \_\_\_\_\_
- Township Secretary or Manager, \$10     All Others, \$25
- F. Tuesday PSATS Legislative Grassroots Reception** \_\_\_\_\_ (number) Person(s) ..... \$ FREE
- (This event is free, but you must register to attend.)
- G. Guest Program** (Enter number attending and calculate cost for each below; enter total cost here) → \$ \_\_\_\_\_
- Monday/Gettysburg Battlefield Guided Bus Tour # attending \_\_\_\_ x \$65 = \_\_\_\_\_
- Tuesday/Sight & Sound Theatre & Lunch ..... # attending \_\_\_\_ x \$105 = \_\_\_\_\_
- Wednesday/PA Bingo ..... # attending \_\_\_\_ x \$30 = \_\_\_\_\_
- H. TOTAL CONFERENCE REGISTRATION FEES** ..... \$ \_\_\_\_\_

See the 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: \_\_\_\_\_

## 2022 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 2022 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>
<b>Member Online Registration</b>	<b>\$175</b>	<b>\$225</b>
<b>Member Paper Registration</b>	\$200	\$250
<b>Guest Online or Paper Registration</b>	\$90	\$100
<b>Non-member Online or Paper Registration</b>	\$225	\$275



### 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, April 24, go to [tema.psats.org](http://tema.psats.org) and click on the "Spring 2022 Forum Registration" button.
- To register for the **Spring Solicitors Seminar** to be held at the Hotel Hershey on Monday, April 25, go to [solicitors.psats.org](http://solicitors.psats.org) and click on the "Spring 2022 Seminar Registration" button.
- To register for the **Spring Engineers Seminar** to be held at the Hershey Lodge on the mornings of Monday, April 25, and Tuesday, April 26, go to [engineers.psats.org](http://engineers.psats.org) and click on the "Spring 2022 Seminar Registration" button.
- To register for the **Zoning Officials Spring Educational Forum** to be held at the Hershey Lodge on Sunday, April 24, go to [PAAZO.org](http://PAAZO.org) and click on the "Spring 2022 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. (**Scholarships available**)

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 [pmga.psats.org](http://pmga.psats.org).

#### First Conference? **Sign up for the First Timers Webinar on March 30!**

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 30, 2022 (*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.

#### **'Together Again' Welcome Reception, Sunday, April 24, 6:30-8 p.m., Chocolate Ballroom**

Join us for our first Welcome Reception since the 2019 Conference in Hershey. It's been three years since we've been together in Hershey, and we've got a lot of new faces in the crowd. Although these first-timers may truly be experiencing their first-ever conference, many of us who've been to the conference before might feel like first-timers again after this long absence due to the pandemic restrictions. So, let's celebrate being back 'Together Again,' welcome our newcomers, and renew old friendships at our first social event of the 2022 Conference.

#### **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 2022 promotional video.

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