

PRESS REGISTRATION FORM

MACo Winter Conference | December 11-13, 2013 | Hyatt Regency Chesapeake Bay Hotel | Reservations: 888.421.1442

Name: _____ First MI Last Badge Name: _____

Representing: _____

Job Title: _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Tele: _____ Fax: _____

Email: _____

If purchasing a Spouse Registration: Spouse Name: _____ First MI Last Nickname: _____

Check here to reserve a seat on the Thursday Lunch/Spouse Tour: Telephone Number: _____

Please check appropriate registration fee:

PRESS RATES

	Through 11/16/13	Through 11/27/13	After 11/27/13
Full Registration (includes all conference sessions, meals, and breaks for 1 person)	<input type="checkbox"/> \$225	<input type="checkbox"/> \$250	<input type="checkbox"/> \$300
Spouse Registration (Includes Wednesday & Thursday Banquets and Thursday Spouse Tour)	<input type="checkbox"/> \$135	<input type="checkbox"/> \$140	<input type="checkbox"/> \$175
Wednesday Sessions & Breaks only (order meal tickets separately)	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE
Thursday Sessions & Breaks only (order meal tickets separately)	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE
Friday Sessions & Breaks only (order meal tickets separately)	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE	<input type="checkbox"/> FREE

MEAL TICKETS

Wednesday Welcoming Banquet	<input type="checkbox"/> \$65	<input type="checkbox"/> \$70	<input type="checkbox"/> \$75
Thursday Lunch	<input type="checkbox"/> \$35	<input type="checkbox"/> \$40	<input type="checkbox"/> \$45
Thursday Inaugural Banquet	<input type="checkbox"/> \$80	<input type="checkbox"/> \$85	<input type="checkbox"/> \$90
Friday Boxed Lunch	<input type="checkbox"/> \$10	<input type="checkbox"/> \$15	<input type="checkbox"/> \$20
TOTAL DUE:	\$ _____	\$ _____	\$ _____

PAYMENT METHOD: Check or Money Order payable to **MACo**. Your confirmation/receipt will be emailed to the email address on this form.

Please check appropriate box: Check VISA MasterCard (AMEX not accepted)

Credit Card Number: _____ Expiration Date: _____

Signature: _____ Print Cardholder Name: _____

MAIL or FAX completed registration form with payment to:

MACo - Attn: Kaley Schultze

MAIL: 169 Conduit Street, Annapolis, MD 21401

PHONE: 410.269.0043

FAX: 410.268.1775

Questions? kschultze@mdcounties.org

MACo USE ONLY:

Date Paid _____ Check or PO Number _____ Amount _____

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REGISTRATION POLICIES & PROCEDURES

Registration

General Policies

- Registration DOES NOT include hotel reservations. Registrants must make their own hotel reservations. Discounted rates at the Hyatt have been arranged; please see page 2 of this brochure for additional information.
- Registration fees include meal tickets AS LISTED on the registration form. Meal tickets are not included for one-day registrations.
- Payment MUST accompany registration. Registrations received prior to payment will not be processed until payment is received. Amount due will be determined by postmark date on payment.

Spouse/Domestic Partner Registration

- The spouse/domestic partner registration is solely for a person who is a spouse or domestic partner of a registrant and who is not separately employed by a Maryland county government. Business partners, clients, and other associates of a registrant are not eligible for the spouse/domestic partner registration and must register separately.

Cancellations/Changes and Refunds

- Fees will be refunded, less a \$75.00 processing fee, if cancellation or change resulting in a refund is received in writing no later than November 6, 2013. After that date, fees are non-refundable.
- Substitutions are accepted at no charge until November 27, 2013. After that date, substitutions will result in a \$50 charge.
- On-site substitutions, except in cases of extreme emergencies, will result in a \$150 charge.

Special Events at the Conference

- Board of Directors Meetings - Our Board of Directors' meetings are private and are open only to our Board members.
- Elected Officials Breakfast - Only County Elected Officials and legislators registered to attend the Conference are given tickets to this event.
- Welcoming Banquet, Lunches, and Inaugural Banquet/Awards Ceremony- These are ticketed events. Tickets are included in full registrations, but may be purchased separately with all other registrations.
- Spouse registrations include Wednesday and Thursday Banquets and spouse tour ticket (tour includes lunch) - the Friday lunch session is not included with the spouse registration.

Press

Registration

- Members of the press are welcome to attend the MACo Winter Conference. Press registrations are complimentary, however meal tickets are not included. Meal tickets may be purchased separately if desired—press must be registered to attend the conference and to purchase meal tickets.

Videotaping

- Videotaping is permitted without permission needed in all of the common areas of the Hyatt Regency Chesapeake Bay Hotel; this does not include meeting rooms or ticketed meal events. We ask that you kindly notify us of your intention to videotape in any of the common areas so that we can be sure to find you a space that doesn't interfere with foot traffic. Videotaping is not permitted in any of our private meetings or ticketed meal events.
- Permission is needed to videotape an educational session. If members of the press wish to videotape a session, they must send a request to Virginia White at vwhite@mdcounties.org at least one week prior to the start of the conference. MACo must obtain waivers from all speakers involved before a session may be taped.

Requests for Interviews

- Members of the press desiring to interview MACo's Executive Director, Board President, or other MACo staff or leadership must send a scheduling request to Virginia White at vwhite@mdcounties.org by December 1, 2013.