

# MARYLAND ASSOCIATION of COUNTIES

**CONNECT.  
INTERACT.  
ENGAGE!**



**#CountiesConnect**

## **REGISTRATION BROCHURE**

### **WINTER CONFERENCE**

**December 11-13, 2013**

Hyatt Regency Chesapeake Bay

Hotel & Resort

Cambridge, Maryland

(Dorchester County)

# MACo WINTER CONFERENCE

## #CountiesConnect

What is a *tweet*? What is a *Facebook wall*? Who are *followers* and *friends* and what do they want from a governmental social media connection? How exactly does social media affect local governments' communication with the residents of Maryland?

Join us on December 11-13, 2013 to discuss these questions and other information involving digital communication and open governance for Maryland's counties.

At this conference, attendees will learn how to:

**CONNECT** by exploring how social media fits in as part of a local government communication plan and by learning how to use it effectively

**INTERACT** through learning about best practices and case studies in successful public communication and how social media can be used as a "two-way street" to both give and receive information

**ENGAGE** constituents and use open governance and a free-flowing exchange of ideas to enhance county services overall



MARYLAND  
Association of  
COUNTIES

## About MACo

The Maryland Association of Counties (MACo) is a non-profit and non-partisan organization that serves Maryland's counties by articulating the needs of local government to the Maryland General Assembly. The Association's membership consists of county elected officials and representatives from Maryland's 23 counties and Baltimore City.

MACo is the only organization serving the needs of county elected officials and governments across the state of Maryland.

# AT-A-GLANCE SCHEDULE

## Wednesday, December 11, 2013

|   |  |
|---|--|
| 7:30 am - 4:30 pm   | Registration   |
| 7:30 am - 11:00 am  | Exhibits Set Up  |
| 9:00 am - 12:00 pm  | <i>Ethics Law &amp; Open Meetings Act</i>                            |
| 10:15 am - 10:30 am   | Coffee Break   |
| 10:30 am - 12:00 pm   | <b>Academy Core Session:</b><br><i>Basics of Risk Management</i>     |
| 11:00 am - 6:00 pm  | Exhibits Open/Cyber Café Open  |
| 12:00 pm - 1:15 pm  | Lunch on your own  |
| 1:15 pm - 3:15 pm   | <b>Academy Core Session:</b><br><i>Open Meetings</i>                 |
| 3:15 pm - 3:30 pm   | Coffee Break   |
| 3:30 pm - 5:00 pm   | <b>Academy Core Session:</b><br><i>Conducting Effective Meetings</i> |
| 5:30 pm - 6:30 pm   | Welcoming Reception  |
| 6:30 pm - 8:00 pm   | Welcoming Banquet & Keynote Presentation (ticket required):          |
| <b>You Say More Than You Think: Using Body Language as a Communication Tool</b> |  |
| 8:00 pm - 9:00 pm   | Dessert Reception<br>(hosted by MACo's Corporate Partners)           |

## Friday, December 13, 2013

|                     |   |
|---------------------|---|
| 7:30 am - 10:30 am  | Registration  |
| 7:30 am - 10:30 am  | Exhibits Open/Cyber Café Open   |
| 8:00 am - 9:00 am   | Continental Breakfast   |
| 9:00 am - 10:30 am  | <b>2014 General Assembly Forecast</b>                                 |
| 10:30 am - 11:00 am | Coffee Break & Hotel Check-out  |
| 11:00 am - 12:00 pm | <b>CLOSING GENERAL SESSION:</b><br><i>Meet-and-Greet with the EPA</i> |
| 12:00 pm - 12:30 pm | Wrap-Up Boxed Lunch   |
| 12:30 pm            | Adjournment   |

## Thursday, December 12, 2013

|                     |  |
|---------------------|--|
| 7:30 am - 6:30 pm   | Exhibits Open/Cyber Café Open  |
| 7:30 am - 3:30 pm   | Registration   |
| 7:30 am - 9:00 am   | Continental Breakfast  |
| 7:30 am - 8:30 am   | County Elected Officials Breakfast<br>(ticket required)  |
| 8:30 am - 4:00 pm   | Spouse Tour<br>(offsite—registration required)   |
| 8:30 am - 9:00 am   | MACo Business Meeting  |
| 9:00 am - 10:15 am  | <b>GENERAL SESSION:</b><br><i>Social Media: Making It Work for You</i>   |
| 10:15 am - 10:30 am | Coffee Break   |
| 10:30 am - 11:45 am | <b>GENERAL SESSION:</b><br><i>Creating the Connection:<br/>Better Government Through Better Outreach</i>   |
| 11:45 am - 12:45 pm | Buffet Lunch (ticket required)   |
| 11:45 am - 12:45 pm | Women of MACo Lunch (ticket required)  |
| 1:00 pm - 2:00 pm   | <b>AFFILIATE SESSIONS</b>  |
|                     | <ul style="list-style-type: none"> <li>Human Resources/Administrators – <i>The Health Care Transition: What Your County Needs to Know as an Employer</i></li> <li>Open Government Working Group Organizational Meeting</li> <li>Planners/Environmental Health Officers – <i>Implementing PlanMD. Who? What? When? Where? Why? and How?</i></li> <li>Corrections – <i>Walking the Line: Correctional Officer Discipline</i></li> </ul>                        |
| 2:00 pm - 2:15 pm   | Coffee Break   |
| 2:15 pm - 3:15 pm   | <b>AFFILIATE SESSIONS</b>  |
|                     | <ul style="list-style-type: none"> <li>Budget &amp; Finance – <i>Red Light, Green Light: Finding Ways for Funding Schools</i></li> <li>Engineers – <i>Critical Communications – What's Your County's Gameplan?</i></li> <li>Attorneys - <i>Copyright or Copywrong? Best Practices for Licensing Intellectual Property</i></li> <li>Human Services/Health Officers – <i>Report from the Front: Rolling Out Maryland's Health Benefits Exchange</i></li> </ul> |
| 3:15 pm - 3:30 pm   | Coffee Break   |
| 3:30 pm - 4:30 pm   | <b>AFFILIATE SESSIONS</b>  |
|                     | <ul style="list-style-type: none"> <li>Administrators - <i>Is CyberSpace a Public Place? A Modern Look at the Public Information Act</i></li> <li>Aging – <i>Supporting Older and Disabled Adults to Remain in the Community</i></li> <li>Parks &amp; Rec - <i>Knock it Out of the Park: Social Media for Parks &amp; Rec</i></li> </ul>   |
| 4:30 pm - 5:30 pm   | Maryland County Officials Diversity Caucus Reception (RSVP required)   |
| 5:30 pm - 6:30 pm   | Inaugural Reception  |
| 6:30 pm - 8:30 pm   | Inaugural Ceremony/Awards Banquet<br>(ticket required)   |
| 8:30 pm - 9:30 pm   | President's Reception  |

Please note that the schedule is tentative and subject to change. Check [www.mdcounties.org](http://www.mdcounties.org) for updates.

# SCHEDULE OF EVENTS - WEDNESDAY, DECEMBER 11, 2013

7:30 am - 4:30 pm      Registration Open

9:00 am - 12:00 pm      **SPECIAL SESSION**

## **Ethics Law & Open Meetings Act Training**

*State laws enacted over the last several years require counties to modify their ethics laws and disclosure practices and meet new Open Meetings Act training requirements. Representatives from the State Ethics Commission and the Open Meetings Compliance Board will review the current state of the law, discuss commonly occurring ethics situations, explain different approaches to filling out financial disclosure forms, and provide guidance and training on how to comply with Maryland's ethics and open meetings laws. This session is open to all conference attendees.*

10:15 am - 10:30 am      Coffee Break

10:30 am - 12:00 pm      **ACADEMY CORE SESSION**

## **Basics of Risk Management**

*One of the main responsibilities of local governments is to protect its residents from risk to themselves and their property. Risk may result from a number of sources, including fire, crime, automobile accidents, harm to the infrastructure, or as a result of waste disposal. This class is designed to sharpen the awareness of officials that local government activities are subject to risks that may result in significant loss. Through learning about steps to reduce and control loss exposure and tools for identifying hazards, government officials can learn how to avoid the consequences of taking unnecessary risk.*

11:00 am - 6:00 pm      Exhibits & Cyber Café Open

12:00 pm - 1:15 pm      Lunch on your own

1:15 pm - 3:15 pm      **ACADEMY CORE SESSION**

## **Open Meetings**

*Maryland's Open Meetings Law guides public officials in the requirements for providing public notice of decision-making functions and for closing meetings when appropriate. The law has nuances for different forms of county governments, especially for county commissioners, who act in a dual legislative/executive role. The Open Meetings Law has been revised to better accommodate "administrative functions" and other procedures of governmental bodies. A knowledgeable expert will focus on the law's application to counties, including some of the cases and complaints that have come before the Compliance Board.*

3:15 pm - 3:30 pm      Coffee Break

3:30 pm - 5:00 pm      **ACADEMY CORE SESSION**

## **Conducting Effective Meetings**

*Conducting public business requires managing the issues that come before a public body. Building an agenda, promoting useful discussion, and providing a structure for decision-making are key goals for an effective meeting and for effective public officials. The instructor also will cover the proper use of organized rules of order---known as parliamentary procedure---which allow all voices to be heard but with debate that remains focused and civil.*

5:30 pm - 6:30 pm      **Welcoming Reception**

## SCHEDULE OF EVENTS - WEDNESDAY, DECEMBER 11, 2013

6:30 pm - 8:00 pm **Welcoming Banquet & Keynote Presentation (ticket required)**

### ***You Say More Than You Think: Using Body Language as a Communication Tool***

*Uncovering the mysteries of body language—how people communicate their thoughts and feelings without saying a word—is a powerful first step toward mastering any business and social situation. All successful people know that the ability to detect and react to the split-second signals that skim across people's bodies hundreds of times each day is crucial to success. When something they are doing isn't effective, they have learned how to adjust their actions to maximize the moment.*

*During this general session, you'll learn to strengthen interpersonal relationships, become a stronger leader, manage your nerves, and attain ambitious new goals. You'll be better prepared to perform as a persuasive communicator, problem-solver, and cunning negotiator. With your vamped-up confidence and enthusiasm, you'll save time, money, resources, and that all-important edge in an often-challenging global environment.*

8:00 pm - 9:00 pm **Dessert Reception**  
(Hosted by MACo's Corporate Partners)

## SCHEDULE OF EVENTS - THURSDAY, DECEMBER 12, 2013

7:30 am - 6:30 pm Exhibits & Cyber Café Open

7:30 am - 3:30 pm Registration

7:30 am - 9:00 am Continental Breakfast

7:30 am - 8:30 am **County Elected Officials Breakfast (ticket required)**

9:30 am - 4:30 pm Spouse Tour (offsite—registration required)

8:30 am - 9:00 am **MACo Business Meeting**

9:00 am - 10:15 am **GENERAL SESSION**

### ***Social Media: Making It Work for You***

*Social media is firmly embedded in the fabric of our communications, but how do you make it work and how do you identify which channels are right for you in an era when "We're on Facebook" is a woefully ineffective strategy? And what is Instagram, anyway? What can government learn from brands and non-profits who've found social media success? What are common pitfalls to avoid? Learn how to frame your message for maximum reach by tailoring your content for social media and encouraging your audience to interact.*

10:15 am - 10:30 am Coffee Break

10:30 am - 11:45 am **GENERAL SESSION**

### ***Creating the Connection: Better Government Through Better Outreach***

*Social media is changing the way we communicate with each other and the organizations in which we work. For county governments, it provides an opportunity to keep the public informed and engage in conversation to better meet the needs of constituents. This session will focus on how to create a communications strategy using social media tools and other forms of outreach. It will provide tips to assist with identifying your audience, framing your message, maximizing your reach, and expanding constituent engagement.*

11:45 am - 12:45 pm Buffet Lunch (ticket required)

11:45 am - 12:45 pm Women of MACo Lunch (ticket required)

# SCHEDULE OF EVENTS - THURSDAY, DECEMBER 12, 2013

1:00 pm - 2:00 pm      **AFFILIATE SESSIONS**

## ***The Health Care Transition: What Your County Needs to Know as an Employer***

(Sponsored by MACo's Human Resources' & Administrators' Affiliates)

*The Patient Protection and Affordable Care Act contains a number of substantial changes to employment-based health plans. There are a few factors to consider and several critical issues counties should be aware of concerning the implementation of the health reform law. These include: initial changes to employer-sponsored health insurance and changes in 2015 and beyond; grandfathered plans; extension of dependent coverage to age 26; Medicare changes relevant to employers; and notice and disclosure requirements. In this session, county governments who provide health care coverage to employees will hear about these topics in detail, and how Maryland counties are implementing the changes.*

## ***Open Government Working Group Organizational Meeting***

*Both the National Association of Counties (NACo) and the US Government have advocated policies to advance "open government" initiatives to make more government information available to more citizens and stakeholders. While the open government terminology may seem confusing, this is about how to use technology to provide better services and to better engage residents. It's about smarter government -- and who better to lead than Maryland? This meeting will review recent developments at all levels of government, and discuss potential targets for future involvement by MACo – developing transportable practices, resource-sharing, and state-level advocacy. Please contact MACo's Legislative Director, Andrea Mansfield, at [amansfield@mdcounties.org](mailto:amansfield@mdcounties.org) if you plan to attend this meeting.*

## ***Implementing PlanMD. Who? What? When? Where? Why? and How?***

(Sponsored by MACo's Planners' & Environmental Health Officers' Affiliates)

*PlanMaryland is a statewide policy designed to foster smart and sustainable growth by directing state agencies on how to target their financial resources to communities and local governments. Local governments have been encouraged to propose "place" and "preservation/conservation" planning areas to be incorporated into the PlanMaryland map. Speakers will provide an update on the status of PlanMaryland implementation, including State agency strategies for incorporating their own policies into the Plan, the planning area designation process, and local government ramifications.*

## ***Walking the Line: Correctional Officer Discipline***

(Sponsored by MACo's Correctional Officers' Affiliate)

*In the name of public safety, correctional officers are required to perform important but challenging duties in a stressful and sometimes dangerous environment. While the vast majority of officers perform their duties with both honor and integrity, some become corrupt or abuse their authority. It can be challenging to balance reasonable due process protections for correctional officers against the equally reasonable need of a supervisor to remove an officer. In response to this issue, several counties are considering adopting a "Correctional Officer Bill of Rights" similar to what the State passed in 2010. Speakers will address the challenges of balancing the process rights of correctional officers with the discipline rights of supervisors and commensurate public safety and potential retention issues.*

2:00 pm - 2:15 pm      Coffee Break

2:15 pm - 3:15 pm      **AFFILIATE SESSIONS**

## ***Red Light, Green Light: Finding Ways for Funding Schools***

(Sponsored by MACo's Budget & Finance Officers' Affiliate)

*New education funding requirements have created disincentives for counties to fund schools over and above mandated levels. However, working together, counties and school boards can uncover cost-saving strategies and improve the effectiveness of both system operations and classroom education. Representatives from the counties and school boards will discuss joint strategies to continue strengthening our public school system and those already being used in some jurisdictions.*

# SCHEDULE OF EVENTS - THURSDAY, DECEMBER 12, 2013

2:15 pm - 3:15 pm           **AFFILIATE SESSIONS (continued)**

## ***Critical Communications – What's Your County's Gameplan?***

(Sponsored by MACo's Engineers' Affiliate)

*Without a clear communications plan, county governments struggle to get timely life safety information out to citizens during weather events, train derailments, active shootings and other emergencies. While some counties may not have the budget to hire a public information officer to coordinate these plans, all counties should have staff designated to keep the public informed during emergency situations. This session will provide tips on identifying staff to perform public information duties, where to find training, and how to leverage the public information assets of other local entities.*

## ***Copyright or Copywrong? Best Practices for Licensing Intellectual Property***

(Sponsored by MACo's Attorneys' Affiliate)

*In today's digital world, it is easy for a county to unintentionally violate copyright, trademark, and licensing laws. Such violations can be easily prevented, but if not addressed, can expose the county to potential liability and fines. For example, having music play on the county phone system while a person is on hold could subject the county to a licensing requirement. Panelists will discuss basic intellectual property requirements; best practices, including for the licensing of software and music; and potential actions to take if a potential violation is discovered.*

## ***Report from the Front: Rolling Out Maryland's Health Benefits Exchange***

(Sponsored by MACo's Human Services' & Health Officers' Affiliates)

*Maryland's Health Connection, Maryland's new health insurance marketplace, opened in October 2013. Maryland's six "connector" entities started outreach to individuals and small employers for eligibility determination and enrollment into Medicaid and other new qualified health plans in July 2013. In this session, we will hear a report on enrollment into health coverage under the Affordable Care Act from a representative of the Maryland Health Connection, a representative of a regional connector entity, and from a county health officer and a county human services administrator from different parts of the State.*

3:15 pm - 3:30 pm           Coffee Break

3:30 pm - 4:30 pm           **AFFILIATE SESSIONS**

## ***Is CyberSpace a Public Place? A Modern Look at the Public Information Act***

(Sponsored by MACo's Administrators' Affiliate)

*Maryland's Public Information Act balances the public's right to access information and the public's right to transparency with the need for privacy and the burden placed on government to retrieve and provide the information. Cyberspace and remote data storage has complicated this balancing act by blurring the lines regarding public data. This session will review the Public Information Act and discuss how the Act applies to electronic documents and data, including the issue of data access and document retention on cloud networks.*

## ***Supporting Older and Disabled Adults to Remain in the Community***

(Sponsored by MACo's Aging Affiliate)

*Maryland's Long Term Care and Community Support Services system is transforming under new Medicaid and Aging programs that build the capacity and processes to efficiently and effectively provide services to individuals in the community. How will the Community First Choice initiative fit in with existing programs, and how will it change the direction and functionality of our area agencies on aging? In this session, representatives of Maryland's Departments of Aging and Department of Health and Mental Hygiene will engage in a discussion about Community First Choice with county aging directors and local government authorities.*

## SCHEDULE OF EVENTS - THURSDAY, DECEMBER 12, 2013

3:30 pm - 4:30 pm **AFFILIATE SESSIONS (continued)**

***Knock it Out of the Park: Social Media for Parks & Rec***

(Sponsored by MACo's Parks & Recreation Affiliate)

*Social media is a valuable outreach tool that can assist county parks and recreation departments in connecting with citizens and recreational organizations. Panelists will discuss how counties can leverage social media, including Twitter and websites like Facebook, to attract new users, disseminate news and event notices, and more actively engage with the parks and recreation and athletic league communities.*

4:30 pm - 5:30 pm **Maryland County Officials Diversity Caucus Reception**

*The Caucus invites you to enjoy refreshments and conversation. RSVP to [kpruim@howardcountymd.gov](mailto:kpruim@howardcountymd.gov)*

5:30 pm - 6:30 pm **Inaugural Reception**

6:30 pm - 8:30 pm **Inaugural Ceremony & Awards Banquet (ticket required)**

*This banquet is the highlight of MACo's Winter Conference. Following a delicious dinner of locally-sourced cuisine prepared by the Hyatt's esteemed chef, MACo recognizes select legislators and elected officials and gives out awards for their service to the people of Maryland. The Governor of Maryland traditionally attends and installs MACo's Board of Directors, then speaks about his plans for the upcoming legislative session.*

8:30 pm - 9:30 pm **President's Reception**

*Incoming MACo President, Tom Duncan, Council Member for Talbot County, invites all MACo Winter Conference registrants and guests to join him for dessert at the President's Reception.*

## SCHEDULE OF EVENTS - FRIDAY, DECEMBER 13, 2013

7:30 am - 10:30 am **Registration Open**

7:30 am - 10:30 am **Exhibits & Cyber Café Open**

8:00 am - 9:00 am **Continental Breakfast**

9:00 am - 10:30 am **2014 GENERAL ASSEMBLY FORECAST**

*Although Federal uncertainty still exists, the State's fiscal situation has improved and new revenues have created funding opportunities. As Maryland's Governor and General Assembly enter the legislative session prior to the state election, they will be focusing on issues with their constituents in mind. Counties hope that new revenues will yield local transportation funding. Counties also hope to seek greater school board/county cooperation in education funding, targeted uses of the Bay Restoration Fund, and a cooperative governance structure better enabling counties to join the State's 700 MHz public safety communication system. In this session, the Senate President, the Speaker of the House of Delegates, the House Minority Leader, and the Governor's Chief Legislative Officer will share their views on these issues and more.*

10:30 am - 11:00 am **Coffee Break & Hotel Check-out**

11:00 am - 12:00 pm **CLOSING GENERAL SESSION**

***Meet-and-Greet with the EPA's Region III Administrator, Shawn Garvin***

*As Maryland and its counties strive to meet the water pollution requirements of the Chesapeake Bay Total Maximum Daily Load, reduce local water pollution, and address the sediment buildup behind the Conowingo Dam, the role and guidance of the United States Environmental Protection Agency (EPA) has become critically important. The audience will be able to ask questions concerning water pollution and other environmental issues directly of the EPA's Region III Administrator, Shawn Garvin.*

12:00 pm - 12:30 pm **Wrap-Up Boxed Lunch (ticket required)**

12:30 pm **Adjournment**



# HYATT REGENCY CHESAPEAKE BAY HOTEL

100 Heron Blvd, Cambridge, Maryland 21613



## ***Discounted Hotel Room Rates***

*(per room, per night, 13.5% tax additional if applicable)*

Single/Double Occupancy: \$151.00

Triple Occupancy: \$176.00

Quadruple Occupancy: \$201.00

Water-view: \$25.00 additional

## ***Reservations***

***By Phone:*** 888.421.1442

*(be sure to mention **MACo** to receive our discounted rate)*

***Online:*** Rooms may also be reserved online through the Hyatt's online reservation portal.

Please go to [www.mdcountries.org](http://www.mdcountries.org) for more information.

## ***Hotel Policies***

***Room Block Deadline:*** November 15, 2013

Please reserve your room before this date. Reservations made after this date will be subject to availability & prevailing rates.

***The MACo Group Rate is valid for 2 days before and 2 days after the Conference.***

***MACo Guests do not pay the \$20 Daily Resort Fee.***

***Hotel Room Cancellation Policy:*** Cancellations must be made 72 hours prior to arrival date to receive a full refund. At check-in, guests may change date of departure only to avoid additional fees.

## **MACo SPOUSE & GUEST TOUR**

As an addition to our Winter Conference, MACo offers a tour for the spouses and guests of our Winter Conference registrants. The tour takes place on Thursday and is an all-day tour; participants will return to the Hyatt by 4:30 pm.

Tour stops usually include interesting and fun tourism locations in Dorchester County or the surrounding counties. Previous tours have visited wineries, historic inns, creameries, and shopping destinations. Lunch, travel, and all tour fees are included in the price of the Spouse/Guest registration.

For more information and the tour schedule, please visit [www.mdcountries.org](http://www.mdcountries.org).



# REGISTRATION POLICIES & PROCEDURES

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## 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 9 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/Guest Registration*

- The spouse/guest registration is solely for a person who is a spouse or domestic partner of a registrant—not for colleagues or coworkers. Business partners, clients, and other associates of a registrant are not eligible for the spouse/guest 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.

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## 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.

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## 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. Please fill out the press registration form available at [www.mdcounties.org](http://www.mdcounties.org).

### *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](mailto: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](mailto:vwhite@mdcounties.org) by December 2, 2013.

# REGISTRATION FORM (ONLINE REGISTRATION ALSO AVAILABLE)

MACo Winter Conference | December 11-13, 2013 | Hyatt Regency Chesapeake Bay Hotel | [Hotel Reservations: 888.421.1442](#)

Name: \_\_\_\_\_ First MI Last Badge Name: \_\_\_\_\_

Representing: \_\_\_\_\_

Job Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tele: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

*\*Only if purchasing a Spouse Registration:* Spouse Name: \_\_\_\_\_ First MI Last Badge Name: \_\_\_\_\_

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

Please check appropriate registration fee:

### COUNTY MEMBERS (ELECTED, APPOINTED, OR HIRED)

|  | Through<br>11/6/13             | Through<br>11/27/13            | After<br>11/27/13              |
|--|--------------------------------|--------------------------------|--------------------------------|
| Full Registration <i>(includes all conference sessions, meals, and breaks for 1 person)</i>            | <input type="checkbox"/> \$225 | <input type="checkbox"/> \$250 | <input type="checkbox"/> \$300 |
| Spouse/Guest Registration <i>(Includes Wednesday &amp; Thursday Banquets and Thursday Spouse Tour)</i> | <input type="checkbox"/> \$135 | <input type="checkbox"/> \$140 | <input type="checkbox"/> \$175 |
| Wednesday Sessions & Breaks only <i>(order meal tickets separately)</i>                                | <input type="checkbox"/> \$125 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$175 |
| Thursday Sessions & Breaks only <i>(order meal tickets separately)</i>                                 | <input type="checkbox"/> \$125 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$175 |
| Friday Sessions & Breaks only <i>(order meal tickets separately)</i>                                   | <input type="checkbox"/> \$125 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$175 |

### OTHER GOVERNMENT (MUNICIPAL, STATE, FEDERAL EMPLOYEES)

|   |                                |                                |                                |
|---|--------------------------------|--------------------------------|--------------------------------|
| Full Registration <i>(includes all conference sessions, meals, and breaks for 1 person)</i>           | <input type="checkbox"/> \$260 | <input type="checkbox"/> \$285 | <input type="checkbox"/> \$335 |
| Spouse/Guest Registration <i>(Includes Wednesday &amp; Thursday dinners and Thursday Spouse Tour)</i> | <input type="checkbox"/> \$145 | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$185 |
| Wednesday Sessions & Breaks only <i>(order meal tickets separately)</i>                               | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$200 |
| Thursday Sessions & Breaks only <i>(order meal tickets separately)</i>                                | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$200 |
| Friday Sessions & Breaks only <i>(order meal tickets separately)</i>                                  | <input type="checkbox"/> \$150 | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$200 |

### COMMERCIAL (PROFIT & NON-PROFIT)

|  |                                |                                |                                |
|--|--------------------------------|--------------------------------|--------------------------------|
| Full Registration <i>(includes all conference sessions, meals, and breaks for 1 person)</i>            | <input type="checkbox"/> \$280 | <input type="checkbox"/> \$305 | <input type="checkbox"/> \$355 |
| Spouse/Guest Registration <i>(Includes Wednesday &amp; Thursday Banquets and Thursday Spouse Tour)</i> | <input type="checkbox"/> \$155 | <input type="checkbox"/> \$160 | <input type="checkbox"/> \$195 |
| Wednesday Sessions & Breaks only <i>(order meal tickets separately)</i>                                | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$200 | <input type="checkbox"/> \$250 |
| Thursday Sessions & Breaks only <i>(order meal tickets separately)</i>                                 | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$200 | <input type="checkbox"/> \$250 |
| Friday Sessions & Breaks only <i>(order meal tickets separately)</i>                                   | <input type="checkbox"/> \$175 | <input type="checkbox"/> \$200 | <input type="checkbox"/> \$250 |

### 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:** \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

**CANCELLATIONS/CHANGES/REFUNDS: Please view policy on previous page. Refund requests must be received by 11/6/2013.**

**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 *(Sorry, no AMEX)*

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](mailto:kschultze@mdcounties.org)

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*Maryland Association of Counties*

# **Annual Winter Conference**

**December 11-13, 2013**

*Hyatt Regency Chesapeake Bay Hotel*

## **Registration Brochure**