



# 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 13 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*

- Spouse registrations are intended for the spouses or domestic partners of registered attendees. Participants must be at least 18 years old—for activities involving alcohol, guests must be at least 21 years old. Business partners, coworkers, associates, clients, etc., do not qualify for this registration and must register separately. MACo reserves the right to refuse the spouse registration rate to any registrant if it is clear that this rate is being abused.

### *Cancellations/Changes and Refunds*

- If a written request for cancellation or change resulting in a refund is received by December 5, 2014, fees will be refunded, less a \$75.00 processing fee. After that date, fees are non-refundable.
- Substitutions are accepted at no charge until January 5, 2015.
- On-site substitutions and registration transfers, except in cases of extreme emergencies, will result in an additional \$150 charge.

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## Special Events at the Conference

- Elected Officials Breakfast – Only County Elected Officials 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.** Tickets may be purchased in addition to full registrations; one-day registrants may only purchase meal tickets for events occurring on the day of their registration. Tickets may not be purchased without a registration.
- 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 leadership must send a scheduling request to Virginia White at [vwhite@mdcounties.org](mailto:vwhite@mdcounties.org).