



# POLICIES & PROCEDURES

(Please contact Virginia White at [vwhite@mdcounties.org](mailto:vwhite@mdcounties.org) or at 410.269.0043 if you have questions about these policies and procedures)

## REGISTRATION

### General Policies

- Registration DOES NOT include hotel reservations. Registrants must make their own hotel reservations. MACo provides a list of discounted hotel room rates for Summer Conference registrants.
- Registration fees include meal tickets as listed on the registration form. Meal tickets are not included for one-day registrations; meal tickets may be purchased with a daily registration, but only for meals occurring on that day.
- 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—NO EXCEPTIONS.
- Spouse registrations are intended for the spouses or domestic partners of registered attendees. 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 July 10, 2015, fees will be refunded, less a \$75.00 processing fee. After that date, fees are non-refundable.
- Substitutions are accepted at no charge.
- On-site transfers of registration, except in cases of extreme emergencies, will result in a \$150 charge.

## SPECIAL EVENTS AT THE CONFERENCE

- Elected Officials Breakfast – Only County Elected Officials and legislators registered to attend the Conference are given tickets to this event.
- Lunches, Ice Cream & Fruit Break, Taste of Maryland Reception, and Crab Feast – These are ticketed events. Tickets are included in full registrations, but extra tickets may be purchased in addition to full registrations or one-day registrations for the same day. Tickets may not be purchased without a registration. Spouse registrations include Taste of Maryland Reception and Crab Feast – no lunches are included with the spouse registration, but lunch tickets may be purchased in addition to a spouse registration.

## PRESS

### Registration

- Members of the press are welcome to attend the MACo Summer Conference, but must register to do so.
- Press registrations are complimentary, however meal tickets are not included. Meal tickets may be purchased separately if desired.
- Please fill out the press registration form available at [www.mdcounties.org](http://www.mdcounties.org).

### Videotaping

- Videotaping is not permitted in any of MACo's private meetings or ticketed meal events. Videotaping is permitted in all of the common areas of the Roland Powell Convention Center; this does not include educational sessions, meeting rooms, or ticketed meal events. We ask that you kindly coordinate with MACo if you would like to videotape in any of the common areas in order to avoid congestion in hallways.
- If members of the press wish to videotape an educational session, they must send a request to Virginia White at [vwhite@mdcounties.org](mailto:vwhite@mdcounties.org) by July 31, 2015. 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) by July 31, 2015