

# MACo Winter Conference

## PRESS REGISTRATION FORM

December 4-6, 2019 | Hyatt Regency Chesapeake Bay, Cambridge, MD

[Online Registration](#) | [Hotel Reservations](#) | [More Details](#)

Name: \_\_\_\_\_ Name on Badge: \_\_\_\_\_  
First Last

Employer: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_ Twitter Handle: \_\_\_\_\_

*Only if purchasing a Spouse Registration:*

Spouse Name: \_\_\_\_\_ Name on Badge: \_\_\_\_\_  
First Last

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

**Please check appropriate registration fee:**

### MEDIA RATES

Full Registration (*includes all conference sessions, meals, and breaks for 1 person*)

**After  
11/22/2019**

\$385

Wednesday Sessions & Breaks only (*order meal tickets separately*)

FREE

Thursday Sessions & Breaks only (*order meal tickets separately*)

FREE

Friday Sessions & Breaks only (*order meal tickets separately*)

FREE

Spouse Registration (*Includes Wednesday & Thursday Banquets and Thursday Lunch & Tour*)

\$240

### MEAL TICKETS

Wednesday Lunch \_\_\_\_\_ \$35

Wednesday Welcoming Banquet \_\_\_\_\_ \$90

Thursday Lunch \_\_\_\_\_ \$45

Thursday Inaugural Banquet \_\_\_\_\_ \$100

Friday Boxed Lunch \_\_\_\_\_ \$35

**TOTAL DUE:** \$ \_\_\_\_\_

**DIETARY PREFERENCES:**  Vegan  Vegetarian  Gluten-free  Other/Allergy:

I have read and understood the policies and procedures on page 2.

**REVIEW POLICIES PAGE 2** →

**Is this your first MACo Conference?**  Yes  No

**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: \_\_\_\_\_

**REQUIRED**—Billing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Print Cardholder Name: \_\_\_\_\_

MAIL or FAX completed registration form with payment to: MACo - Attn: Allison Valliant, 169 Conduit Street, Annapolis, MD 21401 or FAX: 410.268.1775

Questions? [avalliant@mdcounties.org](mailto:avalliant@mdcounties.org) PHONE: 410.269.0043

**MACo USE ONLY:**

Date Paid \_\_\_\_\_ Check or PO Number \_\_\_\_\_ Amount \_\_\_\_\_ Source PDF Form

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# REGISTRATION POLICIES & PROCEDURES

## ANTI-HARASSMENT POLICY

MACo is committed to ensuring a safe and welcoming environment for all conference participants.

Please read the full anti-harassment policy, available at [www.mdcountries.org/AntiHarassmentPolicy](http://www.mdcountries.org/AntiHarassmentPolicy).

MACo expects all participants at MACo's Winter Conference to abide by this Anti-Harassment Policy in all venues, including ancillary events and official and unofficial social gatherings.

- Exercise consideration and integrity in your speech and actions.
- Do not use demeaning, discriminatory, or harassing behavior and speech.
- Be respectful of your surroundings and of your fellow participants.
- Alert MACo staff if you notice harassment.

IF YOU ARE BEING HARASSED, NOTICE THAT SOMEONE ELSE IS BEING HARASSED, OR HAVE ANY OTHER CONCERNS, CONTACT VIRGINIA WHITE AT 301-659-0311. All reports are confidential.

## REGISTRATION

### General Policies

- Registration DOES NOT include hotel reservations. Registrants must make their own hotel reservations. Discounted rates at the Hyatt and the Holiday Inn have been arranged.
- Full registrations include meal tickets; one-day registrations do not. Meal tickets may be purchased only if the meal event is on the same day as the purchased one-day registration.
- One-day registrations may be purchased separately, but must be consecutive.
- 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 or Family Guest Registration

- Spouse or Family Guest registrations are intended for significant others, family, and friends 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/family guest registration rate if it is not being used correctly.
- Spouse/Family Guest registrations include Wednesday and Thursday Banquets and Thursday guest lunch – the Friday lunch session is not included with the guest registration.

### Cancellations/Changes and Refunds

- If a written request for cancellation or change resulting in a refund is received by November 8, 2019, fees will be refunded, less a \$75.00 processing fee. After that date, fees are non-refundable.
- Substitutions are accepted at no charge until November 22, 2019.
- On-site substitutions and registration transfers after November 22, 2019, except in cases of extreme emergencies, will result in an additional \$150 charge.

## SPECIAL EVENTS AT THE CONFERENCE

- Elected Officials Breakfast – Only Maryland County Elected Officials (County Executives, County Council Members, County Commissioners) registered to attend the conference are given tickets to this event.
- Welcoming/Awards Banquet, Lunches, and Inaugural Banquet – these are ticketed events. **Tickets are included in full registrations.**
- Meal tickets may be purchased in addition to full registrations.
- Meal tickets may be purchased in addition to a daily registration IF the meal event occurs on the same day as the registration—for example, a registrant may not purchase a Wednesday Banquet ticket and a Friday daily registration, but may purchase a Wednesday Banquet ticket and a Wednesday daily registration.
- Meal tickets may not be purchased without a 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 and registration is required. Meal tickets may be purchased separately, if desired. Please fill out the press registration form available at [www.mdcountries.org](http://www.mdcountries.org).
- Press credentials entitle the bearer to attend and cover sessions, workshops, and other open meetings during the conference. Those holding press credentials are not entitled to participate in the discussions, including Q&A sessions reserved for conference attendees – MACo asks that any individuals seeking to actively participate in the substance of the conference purchase an appropriate event registration to do so.
- Press seeking to participate in the meal events must purchase tickets through MACo to join those events.

### Videotaping

- Videotaping is permitted in all of the common areas of the Hyatt if requested in advance. Videotaping is not permitted in any of our private meetings or ticketed meal events. Send videotaping requests to Virginia White at [vwhite@mdcountries.org](mailto:vwhite@mdcountries.org).
- **Permission is needed to videotape an educational session.** Please send a request to Virginia White at [vwhite@mdcountries.org](mailto:vwhite@mdcountries.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 should send a scheduling request to Virginia White at [vwhite@mdcountries.org](mailto:vwhite@mdcountries.org).

## DIGITAL RECORDING & PHOTOGRAPHY POLICY

- By registering for the conference, registrants agree that their attendance at and participation in any program may be recorded. No individual or entity may electronically record any portion of any MACo conference without prior written consent from MACo.
- By attending the events and activities, conference registrants agree that their photograph may be used in MACo communications, social media, and promotional materials.

**DISCOUNTED HOTEL RATES  
AND ONLINE RESERVATION DETAILS:**  
[www.mdcountries.org/WCD19Hotels](http://www.mdcountries.org/WCD19Hotels)