

MACo Winter Conference

EARLY REGISTRATION FORM

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

[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:

COUNTY MEMBERS (ELECTED, APPOINTED, OR HIRED)

- | | |
|--|--------------------------------|
| Full Registration (includes all conference sessions, meals, and breaks for 1 person) | <input type="checkbox"/> \$385 |
| Spouse Registration (Includes Wednesday & Thursday Banquets and Thursday Lunch & Tour) | <input type="checkbox"/> \$240 |
| Wednesday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$250 |
| Thursday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$250 |
| Friday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$250 |

OTHER GOVERNMENT (MUNICIPAL, STATE, FEDERAL EMPLOYEES)

- | | |
|--|--------------------------------|
| Full Registration (includes all conference sessions, meals, and breaks for 1 person) | <input type="checkbox"/> \$425 |
| Spouse Registration (Includes Wednesday & Thursday Banquets and Thursday Lunch & Tour) | <input type="checkbox"/> \$245 |
| Wednesday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$280 |
| Thursday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$280 |
| Friday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$280 |

COMMERCIAL (PROFIT & NON-PROFIT)

- | | |
|--|--------------------------------|
| Full Registration (includes all conference sessions, meals, and breaks for 1 person) | <input type="checkbox"/> \$470 |
| Spouse Registration (Includes Wednesday & Thursday Banquets and Thursday Lunch & Tour) | <input type="checkbox"/> \$265 |
| Wednesday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$350 |
| Thursday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$350 |
| Friday Sessions & Breaks only (order meal tickets separately) | <input type="checkbox"/> \$350 |

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 PHONE: 410.269.0043

MACo USE ONLY:

Date Paid _____ Check or PO Number _____ Amount _____ Source PDF Form

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.mdcounties.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.mdcounties.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@mdcounties.org.
- **Permission is needed to videotape an educational session.** Please 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 leadership should send a scheduling request to Virginia White at vwhite@mdcounties.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.