



MACo Annapolis Immersion Training

November 19, 2025 | 10:00 am – 3:00 pm

10:00 am – 10:10 am	<i>Opening Remarks and Introductions</i> (MACo Office – 169 Conduit St, Annapolis, MD 21401)
10:10 am – 10:45 am	<i>Overview of Session and the Legislative Process</i>
10:45 am – 11:15 am	<i>What is MACo and its Role in the Legislative Process?</i>
11:15 am – 11:45 am	<i>The Fiscal Note Process</i>
11:45 am – 12:30 pm	Lunch
12:45 pm – 1:45 pm	Walking Tour of State Capitol (Guided tour by Department of Legislative Services)
1:45 pm – 2:45 pm	<i>Budget and Bill Hearing Process</i> (Senate Office Building)
2:45 pm – 3:00 pm	Closing Remarks, Evaluation, Adjournment

NOTES:

- **You will need a photo ID in order to access State buildings.**
- Please contact MACo beforehand if you have any special requirements for the walking tour.

Please see registration instructions on the following page.

This is a MACo Members-Only event (MACo Members = County Executives, Commissioners, Council Members, and professionals of Maryland's 24 county jurisdictions, including Baltimore City.)

Non-members may join the waitlist by emailing agrosskrueger@mdcounties.org. If space is available, you will be notified the week before the training and will be invited to register at a fee of \$85.

REGISTRATION DETAILS & INSTRUCTIONS:

Registration Fee: \$0 per person, includes lunch – MACo Members Only

(MACo Members = County Executives, County Commissioners, County Council Members and employees of Maryland's 24 county jurisdictions, including Baltimore City)

If seats remain available, the event will open to NonMembers for a fee of \$85 per person.

NonMembers should join the waitlist by contacting agrosskrueger@mdcounties.org.

Registration Deadline: November 14, 2025

Registration Process:

We are excited to use our new registration system through Engagifii for this event!

Register here: www.mdcounties.org/AnnImm25Registration - **you must log in to see the event (instructions below).**

A few notes about the new registration system:

- You will need to activate your account to access the registration form – if you don't see an email from Engagifii or Virginia White inviting you to access your account, please email sofiapa@mdcounties.org so she can send your activation link.
- **If you are registering interns or new staff:** please contact sofiapa@mdcounties.org with their name, title, and email address so she can add them and give you access to register them.
- **You will need to log in to access the registration form** – after you've activated your account and logged in, you can go to Events, then click the Annapolis Immersion Training "Register" button; or [click the registration link](#) – **you will be able to register anyone connected to your organization.**
- Step 1 asks you to review event info
- Step 2 asks you to choose participants – select yourself and/or any colleagues joining you
- Step 3 asks you to update your profile info
- Step 4 asks for your registration option – there is only 1
 - If you selected multiple people, you will need to select registration options for each person
- Step 5 asks for your dietary needs
 - If you selected multiple people, you will need to click on each person's name to access the dietary needs questions for each person
- Step 6 asks you to review and submit your registration
 - If you selected multiple people, you will need to click on each person's name to review
- Step 7 asks for your payment info – **even though this is a free event, the following info must be filled in:**
 - Under "Who should be billed," type your organization name, then click on Organization, then click on your organization
- Step 8 shows your registered status

Even though this is a FREE event for MACo members, we do have expenses associated with it, so **we ask that you kindly notify us by Nov 17 if you will be unable to attend**, so that we can adjust catering numbers or invite someone from the waitlist to take your place.