



PSATS 2016

Annual Conference Timeline

Keep handy for your reference.

- December 11, 2015 ... **Conference registration materials mailed** to all members.
- We now have an easy, 1-step conference registration and room reservation process! A “How to Register” instructional video is available at conference.psats.org which will show you how to use the “PSATS Portal” to register for the conference and obtain lodging.
- December 14, 2015 ... **Registration Opens for Professional Association Seminars:**
Spring Emergency Management Forum (tema.psats.org)
Spring Solicitors Seminar (solicitors.psats.org)
Spring Engineers Seminars (engineers.psats.org)
- January 4, 2016 ... **Township Organization Meeting:**
Select your conference attendees.
- Choose one “voting delegate” from the following: supervisor, secretary, treasurer, or manager.
- January 12, 2016 ... **Conference registration and room reservation opens** at 9 a.m. at conference.psats.org
- Need help? Call the PSATS Conference Registration Help Desk during normal business hours at (717) 763-0930, ext. 189, or watch the “How to Register” instructional video at conference.psats.org.
- Upon completing your registration, you will receive an email confirming the details.
- March 13, 2016 ... **Hotel confirmations** will be sent by each hotel to those with room reservations indicating confirmed room nights, room type, receipt of payment, and names of other occupants.
- April 17 - 20, 2016 ... **Obtain conference credentials:** Report to the PSATS check-in area in the Chocolate Lobby at the Hershey Lodge to obtain your conference welcome packet and name badge.