PSATS 94th Annual EDUCATIONAL Conference & Trade Show
April 17-20, 2016
Hershey Lodge, Hershey, PA

CONFERENCE REGISTRATION FORM

Pennsylvania State Association of Township Supervisors' 94th Annual Educational Conference & Trade Show

April 17-20, 2016 • Hershey Lodge • Hershey, PA

PSATS

◆◆◆ REGISTER ONLINE AND SAVE! ◆◆◆

PSATS is all set for you to register online at **conference.psats.org** starting January 12 at 9 a.m. **Registering online will save you money!** If you do not have Internet access, complete this form and return it to PSATS. **PSATS will not begin to process paper registrations until January 12 at 9 a.m.**

SECTION I. REGISTRATION. If not registering online, use one copy of this form for each delegate. Spouses/guests **must** register using the same form as the registrant. **Please print legibly or type** and print names as you want them to appear on name badges. You may copy this form as needed.

REGISTRANT NAME: _____

SPOUSE/GUEST NAME: _____

(Please note: The guest designation and fee are only for those who are not affiliated with the township and do not serve on a township board or committee.)

TOWNSHIP: _____ COUNTY: _____

FIRM (if applicable): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: (____)_____

PSATS does not share email addresses and only uses them for important PSATS-related information.

If this registrant is the township's **VOTING DELEGATE**, the township secretary must check here ❑ **and sign to confirm.** _____

Consent to Use of Likeness: Registration and attendance at the conference constitute an agreement by the registrant or attendee to allow PSATS to use and distribute *(both now and in the future)* their image or voice in photographs, video, electronic reproductions, and audio of such events and activities.

Scanning of Your Badge by Exhibitors: Please note that your badge will have a bar code on the back that PSATS exhibitors might scan during the show for follow-up after the conference. The bar code will only provide your name, township, county, and office address if you provide it.

☐ This is my **FIRST** PSATS conference.

Position/Title:
- ☐ Supervisor
- ☐ Manager
- ☐ Secretary/Treasurer
- ☐ Secretary
- ☐ Treasurer
- ☐ Road Crew
- ☐ Solicitor
- ☐ Engineer
- ☐ Planner
- ☐ EMC
- ☐ Associate Member
- ☐ Other _____

_____

SECTION II. LODGING. Those registering online will also book their lodging online. Those registering using this form must call the PSATS Hotel Reservation Help Desk beginning January 12 at 9 a.m. to reserve rooms or campsites: (717) 763-0930, ext. 190.

If you are registering using this form (not online), please check the appropriate box below:

❑ I **WILL** require lodging during the conference.
❑ I **WILL NOT** require lodging during the conference.

PSATS Hotel Reservation Help Desk Hours
- Jan. 12 — 9 a.m. to 5 p.m.
- Jan. 13 to Jan. 15 — 8 a.m. to 5 p.m.
- Jan. 19 to April 13 — 8:30 a.m. to 4:30 p.m. weekdays

SECTION III. FEES. See reverse for registration fees and see the enclosed **"Don't Miss These Events"** flyer.

A. Registrant Fee ..... $ _____

B. Spouse/Guest Fee (no affiliation with township) ..... $ _____

C. Secretaries-Managers Thank-You Luncheon (registration required) ..... $ _____

❑ Township Secretary or Manager, $10 ❑ All Others, $25

D. Sunday Grassroots Lobbying Network Reception – # attending = _____ ..... $ FREE

(This event is free, but you must register to attend.)

E. First-Time Attendees (New-"bees") Meet and Greet – # attending = _____ ..... $ FREE

F. Sunday Oktoberfest _____ (number) Person(s) @ $30 each = ... $ _____

(See the back page of the enclosed conference promotional booklet for details.)

G. Monday Evening Legislative Reception _____ (number) Person(s) ..... $ FREE

❑ Yes, I will need transportation to and from the reception. ❑ No, I won't need transportation.

H. Guest Programs (Enter number attending and calculate cost for each below; enter total cost here) ➔ $ _____

- **Monday Capitol Tour —**
  ❑ # for 3:30 p.m. Tour = _____; ❑ # for 4 p.m. Tour = _____ x $10 = _____
- **Monday/Wine Tour & Lunch** ..... # attending ____ x $70 = _____
- **Monday/Landscape Painting Class** ..... # attending ____ x $30 = _____
- **Monday/Baseball Game & Dinner** ..... # attending ____ x $35 = _____
- **Tuesday/Sight & Sound Theatre & Lunch** ..... # attending ____ x $99 = _____
- **Tuesday/Gettysburg Battlefield Tour** ..... # attending ____ x $50 = _____
- **Wednesday/ PA Bingo** ..... # attending ____ x $25 = _____

***See the enclosed Guest Programs flyer** for more details on the guest programs. Also, please note that the $10 fee for the Capitol Tours will be returned to those attending in the form of a $10 voucher to be used at the PSATS Store during the conference.*

I. TOTAL CONFERENCE REGISTRATION FEES ..... $ _____

SECTION IV. PAYMENT INFORMATION. If paying by check, mail completed form(s) with a check made payable to **PSATS, 4855 Woodland Drive, Enola, PA 17025**. If paying by credit card, mail or fax the form(s) to PSATS at **(717) 763-9732**.

Method of payment: ❑ Check enclosed ❑ Visa ❑ MasterCard ❑ Discover ***We do NOT accept American Express.***

Card number: ___ ___ ___ ___ /___ ___ ___ ___ /___ ___ ___ ___ /___ ___ ___ ___ Valid through (mm/yy): __ __ / __ __

CCV (3-digit code on back of credit card): ___ ___ ___

Print name as it appears on card: _____

Cardholder's address as it appears on statement: _____

Cardholder's signature: _____

✱ **BEFORE REMITTING TO PSATS, PLEASE MAKE A COPY OF THIS FORM FOR YOUR FILES**

TURN OVER FOR MORE INFORMATION ➤

2016 PSATS Conference Registration Fees

These registration fees apply to member townships and their elected and appointed officials and employees, as well as members of PSATS' professional associations *(Township Engineers Association, Township Solicitors Association, Township Emergency Management Association, and Township Planning Association)* and Associate Members who have paid their 2016 membership dues. For more information on room reservation and cancellation policies, see Page 3 of the conference promotional booklet.

Registration Type	By March 31	After March 31
Member Online Registration	$150	$175
Member Paper Registration	$175	$200
Guest Online or Paper Registration	$85	$95
Nonmember Online or Paper Registration	$200	$250

Register Online & Save!

Professional Association Educational Seminar Registration

Please note that **registration** for the Spring Emergency Management Forum, the Spring Solicitors Seminar, and the Spring Engineers Seminar **must be done separately** from conference registration. To register for any of these professional seminars, simply follow the instructions below.

• To register for the **Spring Emergency Management Forum** to be held at the Hershey Lodge on Sunday, April 17, go to **tema.psats.org** and click on the "Spring 2016 Forum Registration" button.

• To register for the **Spring Solicitors Seminar** to be held at the Hotel Hershey on Monday, April 18, go to **solicitors.psats.org** and click on the "Spring 2016 Seminar Registration" button.

• To register for the **Spring Engineers Seminar** to be held at the Hershey Lodge on the mornings of Monday, April 18, and Tuesday, April 19, go to **engineers.psats.org** and click on the "Spring 2016 Seminar Registration" button.

Other Important Information

Send Your Newly Elected Supervisors to "Boot Camp" Training!

Remember to encourage your newly elected board members to attend PSATS' upcoming "Boot Camp for Newly Elected Township Supervisors."

To make it easier for your newly elected supervisors to attend, we plan to offer this training at multiple locations across the state.

For locations and to register, click on the "Boot Camp" button at **www.psats.org.**

Enhance Your Local Government Skills. Enroll in PMGA!

PSATS' Municipal Government Academy (PMGA) is a multi-year training program that you can tailor to your specific professional development needs.

Focusing on the four main pillars for a successful township, specialized classes are offered in the areas of township administration, community planning, public works, and public safety.

After completing this comprehensive program, you will be fully prepared to handle anything that comes your way in the future.

PMGA enrollees earn four elective credits if they attend the PSATS Conference and can also earn other credits for attending PMGA-designated workshops held during the conference.

Enrollment information is available at **pmga.psats.org.**

First Conference?

Will this be your first conference? Got questions about how to maximize your time? Then you will want to join us for our free "First Timers Webinar," which will be held twice during the day on April 7, 2016.

Registration is available by clicking on the "First Timers Webinar" button at **conference.psats.org.**

During this webinar, you will hear from PSATS staff on how to plan your time during the conference, get a chance to ask any questions you might have, and also learn some tried-and-true tips from veteran attendees about how to get the most from your conference attendance.

Still Not Sure If You're Attending the Conference?

If you have not yet decided to attend the conference, then we encourage you to watch our "Conference Value Video," which outlines the many benefits of attending.

This video is available for free viewing by clicking on the "Conference Value" button at **conference.psats.org.**

Not a Member of PSATS' Grassroots Lobbying Network? Then Join Today! It's Easy.

The most effective grassroots lobbyists are informed grassroots lobbyists.

Get the information you need to discuss important PSATS policies with your state and federal elected officials by joining the PSATS Grassroots Lobbying Network.

And then make sure your state legislators attend our annual Legislative Reception and Grassroots Lobbying Day during the conference on Monday, April 18, 2016, from 5 to 6:30 p.m. in the State Capitol Complex.

To become a member of the PSATS Grassroots Lobbying Network, contact PSATS by email at grassroots@psats.org or by phone at (717) 763-0930, ext. 178.

Questions? Call PSATS at (717) 763-0930, ext. 189.