

NEWLY ELECTED OFFICIALS 2018 TRAINING SCHOOL

GENERAL INFORMATION

WHEN: January 10 - 12, 2018
The Albany Marriott, 189 Wolf Road, Albany, NY 12205

and

January 17 - 19, 2018
The DoubleTree by Hilton Rochester, 1111 Jefferson Road, Rochester, NY
14623

WHERE: Both locations are accessible from the New York State
Thruway (I-90) or the Adirondack Northway (I-87).

WHO: All supervisors, town board members, fiscal personnel and town clerks are
encouraged to attend.

NOTE: Registration begins at 7:00 a.m. on January 10 in Albany and January 17 in
Rochester. A breakfast buffet, which is included with the tuition, is served
between 7:15 and 8:30 a.m.

Check our Web site, www.nytowns.org, for updates and agenda information.

Our Facebook (www.facebook.com/nytowns) and Twitter (www.twitter.com/nytowns) accounts will also have up-to-the-minute information regarding our
various training schools.

AUTHORITY TO ATTEND: Attendance at this training school is permitted by section 77-b of the General Municipal Law. Subdivision 3 of the section permits the town board to authorize attendance by "any of its members or any officer or employee ... or other person who has been elected pursuant to law to a public office of a municipality for which the term of office has not commenced ..." You are entitled to be reimbursed for all reasonable costs incurred while attending this program.

HOW TO REGISTER: There is a school fee of \$200 per member / \$250 per non-member, which is payable in advance of the program. This fee covers the cost of tuition, course materials, breakfasts, lunches and coffee breaks. The registration form should be completed and returned with your personal or town check to the address indicated on the next page. Pre-registration is encouraged to guarantee that space will be available.

Registration & Meals for Full Conference Attendees
(Includes breakfasts, breaks and lunches for 3 days)

member - \$200
non-member - \$250

Special Breakdowns for Commuters

Registration & Meals for Full Conference Commuters

member - \$200
non-member - \$250

Registration, Breaks & Lunches (No Breakfasts)
For Full Conference Commuters

member - \$150
non-member - \$200

Registration, Meals & Breaks for One-Day Commuters

member - \$100
non-member - \$150

HOTEL RESERVATIONS: A block of rooms has been reserved at both locations. If you require lodging while attending the program, please call the hotel to make reservations. Phone numbers are listed below. You should mention that you would like one of the rooms being held for the Association of Towns' program to obtain the following special rates:

The DoubleTree by Hilton \$119 Single/Double

(585) 475-1510 OR
1-800-222-TREE (8733)
December 17, 2017

Cut-off date for preferential rates:

Albany Marriott \$139 Single/Double

(518) 458-8444 OR
(800) 228-9290
December 20, 2017

Cut-off date for preferential rates:

As a town officer, you are not required to pay tax on the room. Tax exempt certificates should be carried with you for check-in. We will have extras available for your use.

PARKING: Ample Parking is available at both hotels.

FOR FURTHER INFORMATION: Please contact Patty Kebea, Executive Meeting Coordinator, Association of Towns, at (518) 465-7933.

Mail Registration Form and Check to: Association of Towns of the State of New York
150 State St.
Albany, NY 12207



REGISTRATION FORM
2018 TRAINING SCHOOL FOR NEWLY ELECTED TOWN OFFICIALS**
 (USE ONE FORM PER PERSON)

Please register the following personnel from the Town of _____
 County of _____

for the Training School for Newly Elected Town Officials to be held (check one):

_____ Albany Marriott, Albany, NY _____ The DoubleTree by Hilton, Rochester, NY
 Wednesday - Friday, January 10 - 12, 2018 Wednesday - Friday, January 17 - 19, 2018

Please choose registration type (check one):

Registration & Meals
 - Full Conference Attendees _____ \$200 member _____ \$250 non-member

Registration & Meals
 - Full Conference Commuters _____ \$200 member _____ \$250 non-member

Registration, Breaks & Lunches (No Breakfasts)
 - Full Conference Commuters _____ \$150 member _____ \$200 non-member

Registration, Meals & Breaks
 - One-day Commuters _____ \$100 member _____ \$150 non-member

If you are not attending the full conference, which days are you attending: **PLEASE CIRCLE ALL THAT APPLY.**

WEDNESDAY THURSDAY FRIDAY

Enclosed is a check for \$_____ to cover tuition, materials, breakfasts, lunches and breaks for the person listed below. ****NOTE: THIS REGISTRATION DOES NOT INCLUDE LODGING. YOU MUST CONTACT THE HOTEL OF YOUR CHOICE TO MAKE ROOM RESERVATION(S). SEE GENERAL INFORMATION SHEET FOR MORE DETAILS.**

Please make the check payable to the Association of Towns. Return this form and check to:
 Association of Towns, 150 State Street, Albany, NY 12207

NAME _____ TITLE _____

TOWN _____ COUNTY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE: () _____

E-MAIL ADDRESS: _____ (PLEASE PRINT CLEARLY)

****No refunds after 10 days prior to event.**