

# MACo Summer Conference EARLY REGISTRATION FORM

August 14-17, 2019 | Roland Powell Convention Center, Ocean City, MD  
Online Registration: [www.mdcountries.org/SC19OnlineRegistration](http://www.mdcountries.org/SC19OnlineRegistration)



Name: \_\_\_\_\_ Nick name for badge: \_\_\_\_\_  
First MI Last  
 Organization: \_\_\_\_\_ Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Twitter Handle: \_\_\_\_\_

Spouse/Family Guest Name (for paid Spouse/Family Registrations only) \_\_\_\_\_

**COUNTY MEMBERS (Elected, Appointed or Hired)**

	Through 7/12/19	Through 8/2/19	After 8/2/19
Full Registration (Includes all conference sessions and meal functions)	<input type="checkbox"/> \$325	<input type="checkbox"/> \$375	<input type="checkbox"/> \$455
Spouse/Family Registration (Includes Exhibit Hall, 1 Taste of MD Reception & 1 Crab Feast)	<input type="checkbox"/> \$160	<input type="checkbox"/> \$170	<input type="checkbox"/> \$205
Wednesday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$120	<input type="checkbox"/> \$130	<input type="checkbox"/> \$150
Thursday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$165	<input type="checkbox"/> \$175	<input type="checkbox"/> \$215
Friday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$165	<input type="checkbox"/> \$175	<input type="checkbox"/> \$215
Saturday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$130	<input type="checkbox"/> \$140	<input type="checkbox"/> \$160

**OTHER GOVERNMENT (Municipal, State, Federal employees)**

Full Registration (Includes all conference sessions and meal functions)	<input type="checkbox"/> \$440	<input type="checkbox"/> \$480	<input type="checkbox"/> \$580
Spouse/Family Registration (Includes Exhibit Hall, 1 Taste of MD Reception & 1 Crab Feast)	<input type="checkbox"/> \$180	<input type="checkbox"/> \$195	<input type="checkbox"/> \$235
Wednesday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$140	<input type="checkbox"/> \$150	<input type="checkbox"/> \$170
Thursday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$195	<input type="checkbox"/> \$210	<input type="checkbox"/> \$255
Friday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$195	<input type="checkbox"/> \$210	<input type="checkbox"/> \$255
Saturday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$150	<input type="checkbox"/> \$160	<input type="checkbox"/> \$180

**COMMERCIAL (Profit & Non-Profit)**

Full Registration (Includes all conference sessions and meal functions)	<input type="checkbox"/> \$555	<input type="checkbox"/> \$605	<input type="checkbox"/> \$730
Spouse/Family Registration (Includes Exhibit Hall, 1 Taste of MD Reception & 1 Crab Feast)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$225	<input type="checkbox"/> \$265
Wednesday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$145	<input type="checkbox"/> \$155	<input type="checkbox"/> \$180
Thursday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$215	<input type="checkbox"/> \$265
Friday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$215	<input type="checkbox"/> \$265
Saturday Sessions & Breaks only (Order meal tickets separately)	<input type="checkbox"/> \$155	<input type="checkbox"/> \$165	<input type="checkbox"/> \$190

**MEAL TICKETS**

Wednesday Boxed Lunch	__ \$15	__ \$15	__ \$15
Thursday Lunch	__ \$25	__ \$25	__ \$25
Thursday Ice Cream & Fruit Break	__ \$10	__ \$10	__ \$10
Thursday Taste of Maryland Reception - Adult	__ \$40	__ \$45	__ \$55
Friday Lunch	__ \$25	__ \$25	__ \$25
Friday Crab Feast - Adult	__ \$50	__ \$55	__ \$65
Friday Crab Feast - 11 - 17 years old	__ \$20	__ \$20	__ \$20
Friday Crab Feast - 10 & Under	__ FREE	__ FREE	__ FREE

Total Due: \_\_\_\_\_

DIETARY PREFERENCES:  Vegan  Vegetarian  Gluten-free  Other/Allergy: \_\_\_\_\_

How did you hear about this conference?

Blog  Email  Friend  Online Brochure  Previous Attendee  Mail Brochure  Social Media  Website  
 Other \_\_\_\_\_

Is this your first MACo Conference?  Yes  No

**Cancellations/Changes and Refunds: Fees will be refunded, less a \$75.00 processing fee, if cancellation or change resulting in a refund is received in writing no later than July 12, 2019. After that date, fees are non-refundable. All refunds will be processed after the conference. Substitutions are allowed at no charge.**

**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 (American Express not accepted)

Card #: \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Billing Address (Street, City, State, and Zip Code—**REQUIRED**): \_\_\_\_\_

Signature: \_\_\_\_\_ Print Cardholder Name: \_\_\_\_\_

Questions? [avalliant@mdcountries.org](mailto:avalliant@mdcountries.org) Phone: 410.269.0043 FAX: 410.268.1775

Mail or fax form with payment to: MACo, Attn: Allison Valliant, 169 Conduit Street, Annapolis, MD 21401

# POLICIES & PROCEDURES

## ANTI-HARASSMENT POLICY

MACo is committed to ensuring a safe and welcoming environment for all participants at MACo's Summer Conference. Please read the full anti-harassment policy, available at [www.mdcountries.org/AntiHarassmentPolicy](http://www.mdcountries.org/AntiHarassmentPolicy).

MACo expects all participants at MACo's Summer 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. MACo provides a list of discounted hotel room rates for Summer Conference registrants ([www.mdcountries.org/SC19Hotels](http://www.mdcountries.org/SC19Hotels)).
- Registration fees include meal tickets as listed on the registration form. Meal tickets are not included for one-day registrations; meal tickets may be purchased with a daily registration, but only for meals occurring on that day.
- 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—NO EXCEPTIONS.
- Spouse/Family Guest registrations are intended for the spouse or family guests of registered attendees. Business partners, coworkers, associates, clients, etc., do not qualify for this registration and must register separately. MACo reserves the right to refuse the guest registration rate to any registrant who does not fit the above-listed criteria.

### Cancellations/Changes and Refunds

- If a written request for cancellation or change resulting in a refund is received by July 12, 2019, fees will be refunded, less a \$75.00 processing fee. After that date, fees are non-refundable.
- Substitutions are accepted at no charge.
- On-site transfers of registration, except in cases of extreme emergencies, will result in a \$150 charge.

Please contact Virginia White at [vwhite@mdcountries.org](mailto:vwhite@mdcountries.org) or at 410.269.0043 if you have questions about these policies and procedures.

## CONFERENCE SPECIAL EVENTS

- Elected Officials Breakfast – Only County Elected Officials (County Executives, County Council Members, and County Commissioners) registered to attend the Conference are given tickets to this event.
- Lunches, Ice Cream & Fruit Break, Taste of Maryland Reception, and Crab Feast – These are ticketed events. Tickets are included in full registrations, but extra tickets may be purchased in addition to full registrations or one-day registrations for the same day. Tickets may not be purchased without a registration for that same day. Spouse/Family Guest registrations include the Taste of Maryland Reception and Crab Feast – no lunches are included with the guest registration, but lunch tickets may be purchased in addition to a Spouse/Family Guest registration

## PRESS

### Registration

- Members of the press are welcome to attend the MACo Summer Conference, but must register to do so.
- Press registrations are complimentary, however meal tickets are not included. Meal tickets may be purchased separately.
- Please fill out the press registration form available at [www.mdcountries.org](http://www.mdcountries.org)

### Videotaping

- Videotaping is not permitted in any of MACo's private meetings or ticketed meal events. Videotaping is permitted in all of the common areas inside the Roland Powell Convention Center; this does not include educational sessions, meeting rooms, or ticketed meal events. Interested parties must coordinate with MACo to videotape in any of the common areas in order to avoid congestion in hallways.
- If members of the press wish to videotape an educational session, they must send a request to Virginia White at [vwhite@mdcountries.org](mailto:vwhite@mdcountries.org) by July 26, 2019. **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 must send a scheduling request to Virginia White at [vwhite@mdcountries.org](mailto:vwhite@mdcountries.org) by July 26, 2019.

## DIGITAL RECORDING & PHOTOGRAPHY POLICY

- By registering for the conference, MACo conference attendees 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, sessions, and activities, conference registrants agree that their photograph may be used in MACo communications, social media, and promotional materials.

**DISCOUNTED HOTEL RATES AVAILABLE AT:**

[www.mdcountries.org/SC19Hotels](http://www.mdcountries.org/SC19Hotels)