

2016 ELECTION ADMINISTRATOR'S CONFERENCE

Monday, December 14, 2015 (Check in 5-8 pm)

Tuesday, December 15, 2015 (full day)

Wednesday, December 16, 2015 (half day)

JW Marriott, 10 South West Street, Indianapolis, IN 46204

PLEASE NOTE:

- Conference registration must be received by the Election Division no later than 5 p.m. (Indy time), Friday, November 6th. Registration received after that date and time will be charged a \$50 late registration fee which we will be unable to waive.
- No refunds for canceling conference registrations after Friday, November 13th.
- Please print or type the names and titles of registrants (see below for who is permitted to attend).
- **Return this completed form to the Election Division by FAX (317-233-6793) or by mail to the attention of Kimmy Hollowell-Williams at 302 W Washington Street, #E204, Indianapolis, IN 46204, or by scanning and emailing to khollowell@iec.in.gov. If you are sending multiple registrations on separate pages, please indicate the total number of pages you're sending (i.e. "1 of 3").**

JW Marriott Downtown

- Reservations can be made online at https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=14234960 or directly by calling 1-866-704-6162 or 1-877-303-0104. When calling, be sure to mention "Election Administrator's Conference" to receive the conference rate of \$98.
- Hotel check-in time is 3:00 pm and checkout is 11:00 am, Indy time.
- Hotel reservations must be made no later than Friday, December 4, 2015 to guarantee the \$98 rate.
- The guestroom rate includes in-room internet

2016 CONFERENCE REGISTRATION FORM

County: _____

Name and Title: _____

Mailing Address: _____

City and Zip: _____

E-mail: _____

Total Due: \$150, plus \$50 late fee if applicable _____

Payment Method: Check _____ Purchase Order _____

Note: **This is a "called" meeting for county reimbursement purposes.** Under IC 3-6-4.2-14, each member of a county election board, each member of a board of registration, each circuit court clerk, or clerk-elect is entitled to receive all of the following from the county general fund, without appropriation: (1) \$24 a day for attending the meeting; (2) a mileage allowance of 40 cents per mile going and returning from the meeting; (3) reimbursement of the meeting registration fee; and (4) lodging allowance for the night before the conference.

NOTE: The conference rate of \$98/night will be guaranteed for 3 days before and after the conference, based upon availability, for those wishing to visit Indianapolis on their own!