

Please note the new shortened Annual Convention schedule!

Saturday, June 26

7:30am-5:00pm

Registration

8:30am-3:30pm

Municipal Training Sessions

3:30pm-5:30pm

Exhibit Hall Grand Opening

3:45pm-5:30pm

GMA Board of Directors' Meeting

Sunday, June 27

7:00am-12:00pm

City Attorneys' Session and Breakfast

7:30am-9:00am

City Managers' Session and Breakfast

8:00am-9:45am

DC/DC Board of Trustees Meeting

9:00am-1:30pm

Exhibit Hall Open

10:00am-12:00pm

GMEBS Board of Trustees' Meeting

10:30am-11:30am

Roundtable Discussions in Exhibit Hall

11:30am-1:00pm

Policy Committee Meetings (light lunch served)

12:00pm-1:15pm

Clerks' Session and Luncheon

1:30pm-3:00pm

Policy Committee Meetings

3:30pm-5:00pm

Opening General Session

Monday, June 28

8:00am-8:45am

Legislative Policy Council Meeting

9:00am-10:15am

General Session

10:30am-11:45am

Concurrent Sessions

1:30pm-2:45pm

Concurrent Sessions

2:45pm-3:00pm

Credentials Pick Up

3:00pm-4:45pm

Business Meeting

Awards and Installation Program

6:30pm-10:00pm

Taste of Savannah and Entertainment

Tuesday, June 29

8:30am-3:30pm

Municipal Training Courses

HIGHLIGHTS

- ◆ **Registration Packets:** Registration packets will be mailed to all attendees two weeks before the convention.
- ◆ **Green Meeting:** We will continue our green meeting initiatives. You will find recycle bins throughout the Trade Center. Handouts and session notes will be posted on the GMA website. We will not serve bottled water, but will provide water tanks throughout the building. You may bring your own water bottle, if you'd like.
- ◆ **Exhibit Hall and Roundtable Discussions:** The Exhibit Hall will be open on Saturday from 3:30pm-5:30pm and on Sunday from 9:00am-1:30pm. On Sunday morning, attendees will have the opportunity to attend three 20-minute roundtable discussions on issues important to cities. Discussion tables will be set up in the back of the Exhibit Hall.
- ◆ **Business Meeting:** The Business Meeting is scheduled for Monday afternoon. The 2011 Legislative Policies will be voted on during this meeting and the Board of Directors and district officers for 2010-2011 will be elected. All cities will be asked to select a voting delegate in advance. Credential forms will be mailed in early May.
- ◆ **Awards and Installation of Officers and Board of Directors:** These ceremonies will take place during the Monday afternoon general session. By making this change, not only will our members avoid a \$35.00 breakfast ticket expense, but for those who want to head home late Monday afternoon they will be able to save the cost of one night's lodging.
- ◆ **Shuttle Transportation:** Shuttle service will begin each morning at 7:00am and run continuously throughout the day from hotels to the International Trade and Convention Center. The Water Taxi will run continuously between the Marriott and the Hyatt and the International Trade and Convention Center. Service will only be provided on Tuesday morning and Tuesday afternoon to accommodate those taking training. The Convention Center also has 1,500 **FREE** parking spaces in its lot.

IMPORTANT INFORMATION ABOUT REGISTRATION

For faster registration and housing reservations, register on-line at www.gmanet.com. Registration opens at 9:00am on Tuesday, March 9. Otherwise, please fill out the registration form and return it with your check (made to GMA) or credit card information to:

J. Spargo & Associates, Inc., 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030
Fax: 703-631-6288

♦ **Registrations must be received by Friday, May 28 and PAYMENT MUST BE INCLUDED.** Anyone unable to meet the May 28 deadline must register onsite at higher rates and make their own hotel reservations.

♦ **All cancellations or changes must be submitted in writing.** No TELEPHONE registrations, changes, or cancellations will be accepted. Full refund will be given for cancellations before April 11. Cancellations after April 16 and before May 28 will be subject to a \$50 cancellation fee. Cancellations postmarked or faxed after May 28 will not be eligible for refund.

♦ You should receive a confirmation notice from the GMA Registration and Housing Center within five business days. Please check the confirmation carefully to make certain all information is listed correctly, including the class you registered for and any special functions. Using your confirmation number, you should be able to go back on-line to make corrections, or you may fax any corrections back to 703-631-6288 or email to gmaregandhousing@jspargo.com. If you have not received a confirmation notice within five business days, please contact the GMA Registration and Housing Center at 703-449-6418 or gmaregandhousing@jspargo.com.

IMPORTANT INFORMATION ABOUT HOTEL RESERVATIONS

♦ **You are strongly encouraged to register and make your housing reservations on-line.** Since housing is done on a first come, first serve basis and hotel assignment is made immediately on-line, you will be informed promptly if the reservation is made at your hotel preference. Faxed registration forms could take up to three business days to process. If the faxed form is missing information, you further decrease the chance of receiving your hotel choice(s). If all of your city officials do not get into the same hotel, please let us know and we will put them on a wait list and move them as we have availability.

♦ Since a housing deposit is required and is merely to guarantee your room, **you are encouraged to provide a credit card for hotel deposit.** Check deposits and credit applications must be mailed to your hotel after May 21 and before June 11. If you are paying your hotel by check, please make the check payable to the hotel and mail it directly to the hotel. If you are tax-exempt, you must mail your tax exempt form along with your check or provide it upon check-in.

♦ It is your responsibility to verify that all information on the acknowledgement letter sent by the GMA Registration and Housing Center is correct. **Most hotels will charge a fee for early departure!** If you need to change or cancel a reservation, please submit the change in writing to GMA Housing Center via email at gmaregandhousing@jspargo.com or via fax at 703-631-6288 through May 28, 2010. After May 28, please contact the hotel directly for all changes, cancellations and new reservations.

♦ If you must cancel your hotel reservation, please do so as early as possible so that GMA may reassign your room to someone else. In some cases, rooms that are blocked for the GMA Annual Convention and not used are charged to GMA after the event.

MUNICIPAL TRAINING INSTITUTE COURSE DESCRIPTIONS

Each training class provides six (6) hours of credit toward certification. All Saturday classes begin promptly at 8:30am and dismiss at 3:30pm (with the exception of DDA, which dismisses at 4:30pm) and all Tuesday classes begin at 10:30am and dismiss at 5:30pm. A separate registration fee is required for training. Classes fill up quickly, so register early. If you do not get into your desired course, please notify the GMA Registration and Housing Center at gmaregandhousing@jspargo.com and they will put you on a waiting list. Those courses included in the REQUIRED category are marked with an asterisk (*). See descriptions below and on the following page.

CLERKS' CERTIFICATION COURSE: Payroll Administration (on elective list)

CONFLICT RESOLUTION: This course explores strategies and techniques for successfully resolving conflict through negotiation and mediation. Emphasis is placed on identifying the sources of conflict and the personality styles of the parties involved.

CRITICAL ISSUES COURSE: The Promise of Afterschool Programs, Part II.

At the 2010 Mayors' Day Conference, city officials were given the opportunity to participate in a pre-conference summit on Afterschool Programs and their significant impact on youth. Based on the excellent feedback from this session, we have put together a follow-up session. In this follow-up session, participants will learn more about resources available to help cities provide fun and constructive activities to keep youth safe during "gap time", when most juvenile crime is committed. The City of Savannah will discuss, in detail, some of the programs their city is offering and the benefits they have seen from these programs.

DOWNTOWN DEVELOPMENT AUTHORITIES: This course is primarily directed at those who serve on Downtown Development Authorities but is open to all elected officials. Topics include management of downtown as a valuable resource; the role of the authority and of board members and staff; DDA laws; and the day-to-day operations of an authority.

ECONOMIC DEVELOPMENT*: This course provides a basic overview of the economic development process, with a focus on the strategies, resources and programs employed by the state of Georgia to assist communities in achieving success in today's global economy. Topics such as community development building blocks, business development strategies, regional cooperation, and the role of local leadership in economic development are covered.

EMERGENCY MANAGEMENT*: This course is aimed at providing municipal elected officials with a general understanding of the roles of local, state and federal government in responding to and helping communities recover from both natural and man-made disasters. The function of local emergency management agencies and important legal and financial issues that arise during times of emergency and disaster are also discussed.

ETHICS*: This course examines the importance of ethical conduct in the administration of one's public duties and how ethical lapses can severely damage the reputation of both individual officeholders and the city. An overview of state ethics laws and regulations that apply to municipal officials, including campaign financing and private interest disclosure requirements, is provided. Ethical dilemmas that often confront public officials and the value of strong local ethics ordinances are also discussed.

LAW ENFORCEMENT SERVICES: TRENDS AND BEST PRACTICES (Previously Public Safety): This course familiarizes municipal elected officials with the basic concepts of law enforcement. In addition to reviewing applicable laws, funding mechanisms and staffing models, the course addresses emerging public safety issues, trends and innovations.

MANAGING MEETINGS AND PARLIAMENTARY PROCEDURES: This course teaches elected officials how to conduct more effective and orderly meetings. A major focus of the course is the proper use of parliamentary procedure. Participants are also taught how to sell ideas, manage conflict and promote consensus.

MOBILE WORKSHOP - Building a New Town Center: After years of negotiations with the Ports Authority over the city's old city hall, in August 2007 the parties agreed on a price and Garden City started the work of recreating itself. Construction began on a 40 acre town center. Just two years later, in August 2009, the new city hall opened and serves as the anchor for a planned 800,000 square foot residential, office and retail development. In addition to creating a new town center, the city immediately started rebranding itself from a reputation as an industrial town to that of a real "Garden" city. How did they accomplish this in a two year period? During this mobile workshop, city officials will be taking you on a tour of the before and after, and explaining their challenges and successes along the way.

MUNICIPAL COURTS: ENFORCING ORDINANCES: This course provides an orientation on the basic operation of municipal courts with respect to the adjudication and enforcement of traffic offenses, certain misdemeanors, and municipal ordinance violations.

MUNICIPAL FINANCE I*: This course is intended to serve as a basic primer on municipal finance issues that all mayors and councilmembers should understand. Included in this general overview is a discussion of the budget process, the revenue sources available to cities, purchasing policies and financing capital improvements.

MUNICIPAL FINANCE II: This course emphasizes the importance of establishing sound financial policies and provides participants with a better understanding of how to read and understand audited city financial statements, assess the effectiveness of internal accounting controls, and manage a city's cash and investments. This course may be taken before or after Municipal Finance I, which is a required course.

MUNICIPAL LAW: This course reviews the sources and limitations of authority granted to municipal governments by the federal and state constitutions, as well as statutes enacted by the U.S. Congress and Georgia General Assembly. The role and function of the municipal charter is also discussed. Other key topics covered during this course include municipal contracts, annexation and the personal liability of public officials.

OPEN MEETINGS/OPEN RECORDS*: This course familiarizes municipal elected officials with Georgia's open meetings and open records laws and the potential consequences for failing to adhere to them. Hypothetical scenarios are used to give participants a better understanding of their responsibilities and obligations for complying with these statutes.

PLANNING AND ZONING: This course examines the difficult choices elected officials encounter in stimulating economic well-being, protecting public infrastructure investment, and maintaining environmental integrity. It examines legal considerations for planning and zoning, the role of the mayor and council, and practical steps for maintaining a comprehensive plan and effective zoning procedures. In addition, the course highlights issues, barriers and policy solutions associated with efforts to achieve desirable patterns of development.

STRENGTHENING YOUR COMMUNITY BY STRENGTHENING YOUR CHILDREN AND FAMILIES: This course examines how the well-being of children and families affects the success of community and economic development. The course reviews trends in Georgia and identifies specific strategies that officials can implement in their own communities. "Family Connections" and other state-run programs aimed at reducing the number of at-risk youth and juvenile delinquents are addressed. Problem issues such as teen pregnancies, truancy and teen drug and alcohol use are also discussed.

TAXATION 101-THE BASICS*: This course provides municipal elected officials with a broad understanding of the fundamentals of local government taxation including property tax, occupation tax, hotel-motel tax, sales and use tax. Participants will gain an understanding of tax language, appropriate usage of revenues and will be better prepared to communicate tax issues to constituents and make prudent decisions related to expenditures.

GMA 2010 Annual Convention Registration and Housing Form (June 26-29)

For Faster Registration and Housing Reservations, register on-line at www.gmanet.com

No registration will be processed without payment. Advance Registration ends May 28.

Please type or print

Name: _____
 Title: _____
 City/Company: _____
 Mailing Address: _____
 City: _____ State: _____
 Zip Code: _____ Email: _____
 Phone() _____ Fax: () _____
 Spouse/Chaperone name required, if registering: _____
 Child #1 _____ Age _____
 Child #2 _____ Age _____
 Child #3 _____ Age _____

Registration Fees

(Includes all Sunday-Tuesday events, except special events listed below)

	Early Registration By 4/16	Registration 4/16-5/28	
<input type="checkbox"/> GMA Members	\$290	\$315	\$ _____
<input type="checkbox"/> Friends of Georgia's Cities	\$350	\$375	\$ _____
<input type="checkbox"/> Spouse (please list name above)	\$120	\$125	\$ _____
<input type="checkbox"/> Children ___ x	\$60	\$65	\$ _____
<input type="checkbox"/> Non-Member	\$375	\$400	\$ _____

Municipal Training Institute Registration

This fee covers training sessions only. Courses are 6 hrs. each. Please mark 3 choices in case your first choice is full (1, 2, 3). Courses marked with * are on the required list.

Saturday Training (8:30 am – 3:30 pm)

<input type="checkbox"/> M01 Clerks Certification Course	\$215	\$225	\$ _____
<input type="checkbox"/> M02 Conflict Resolution	\$215	\$225	\$ _____
<input type="checkbox"/> M03 Downtown Development	\$215	\$225	\$ _____
<input type="checkbox"/> M04 Economic Development*	\$215	\$225	\$ _____
<input type="checkbox"/> M05 Emergency Management*	\$215	\$225	\$ _____
<input type="checkbox"/> M06 Ethics*	\$215	\$225	\$ _____
<input type="checkbox"/> M07 Law Enforcement	\$215	\$225	\$ _____
<input type="checkbox"/> M08 Managing Meetings*	\$215	\$225	\$ _____
<input type="checkbox"/> M09 Municipal Courts	\$215	\$225	\$ _____
<input type="checkbox"/> M10 Municipal Finance I*	\$215	\$225	\$ _____
<input type="checkbox"/> M11 Open Meetings/Open Records	\$215	\$225	\$ _____
<input type="checkbox"/> M12 Planning and Zoning*	\$215	\$225	\$ _____
<input type="checkbox"/> M13 Strengthening Community	\$215	\$225	\$ _____
<input type="checkbox"/> M14 Taxation 101*	\$215	\$225	\$ _____

Tuesday Training (8:30 am – 3:30 pm)

<input type="checkbox"/> M15 Mobile Workshop: Building a New Town Center	\$215	\$225	\$ _____
<input type="checkbox"/> M16 Municipal Finance II	\$215	\$225	\$ _____
<input type="checkbox"/> M17 Municipal Law*	\$215	\$225	\$ _____
<input type="checkbox"/> M18 Critical Issues: Afterschool Care	\$215	\$225	\$ _____

Special Event Registration

<input type="checkbox"/> City Attorneys' Session/Breakfast	\$100	\$115	\$ _____
<input type="checkbox"/> City Managers' Session/Breakfast	\$50	\$55	\$ _____
<input type="checkbox"/> City Clerks' Session/Luncheon	\$40	\$45	\$ _____

Total

\$ _____

Check attached (made to GMA)
 Credit Card Visa MC AMEX

Number: _____ Exp.Date: _____

Signature: _____

All registration changes or cancellations must be submitted in writing. There will be a \$50 fee for convention registration cancellations after April 11. No refunds after May 28.

Hotel Reservation Request

- I do not require a hotel reservation.
 Special needs rooming requested.
 I am on the GMA Board of Directors.

Arrival Date: _____ Departure Date: _____

My room preference is

- Two double beds One King Bed Smoking Room

Please note: GMA cannot guarantee bed type or special requests. Please confirm your request with the hotel upon check in.

Please mark at least six (6) choices ranking them in order of preference. Shuttle service will be provided to historic district hotels (all hotels except Westin) and water taxi service is available from the Marriott Riverfront and Hyatt. Some hotel rates are higher for more than 2 occupants.

Hotel	Sgl/Dbl	Parking
___ Bohemian Hotel	\$209	\$15
___ Doubletree	\$149	\$12
___ Four Points by Sheraton	\$135	\$10
___ Hampton Inn (Bay St.)	\$149	\$8
___ Hampton Inn (MLK)	\$159	\$8
___ Hilton Garden Inn	\$149	\$12
___ Hilton DeSoto	\$179	\$10
___ Holiday Inn Express	\$149	\$15
___ Hyatt Regency	\$188	\$11 + \$50 river view
___ Marriott Riverfront	\$179	\$7 + \$20 river view
___ Mulberry Inn	\$159	\$8
___ River Street Inn	\$175	\$10
___ Staybridge Inn	\$165	\$7
___ Westin	\$196	\$16 (resort fee/self park)+ \$30 river view

River View rooms are subject to availability. Please indicate "River View" on form if you want the request submitted to hotel.

Room Deposit: Westin requires a two-night deposit and Bohemian Hotel, Doubletree, Four Points, Hilton Garden Inn, Hampton Inn (Bay Street), Hampton Inn (MLK) Hilton DeSoto, Holiday Inn Express, Hyatt, Marriott, Mulberry, River Street and Staybridge require a one-night deposit all of which is refundable if cancelled at least 72 hours prior to arrival. Most hotels charge a fee for early departure.

All hotel changes and cancellations must be made in writing via fax to (703) 631-6288 or e-mail: gmaregandhousing@jspargo.com by **May 24, 2010. After this date, please contact the assigned hotel directly.**

- Visa MC AMEX

_____ Exp. _____

Name on Card: _____

Signature: _____

By signing above, I hereby agree to pay total fee amounts according to card issuer's agreement.

I will guarantee my hotel reservation(s) by check. Check deposits for hotel room guarantee *must* be mailed *directly to the hotel* stated on your acknowledgement letter *after* May 18, 2010 and *before* June 8, 2010. Please be sure to include a copy of your acknowledgement letter for proper application of funds.

Return Conference Registration and Housing Form to:

Fax: (703) 631-6288 (Credit Card Only)
 Mail: GMA Registration and Housing Center
 11208 Waples Mill Road, Suite 112
 Fairfax, VA 22030

For more information: Telephone: (703) 449-6418

E-mail: gmaregandhousing@jspargo.com