2019 Annual Convention Registration

ONLINE REGISTRATION OPENS AT 9:00 AM MARCH 12

Note: Registration and housing forms faxed early will not be entered until March 12
2019 GMA ANNUAL CONVENTION (June 21–25)
Tentative Schedule and GMA 2019 Annual Convention Registration and Housing Form.
For Faster Registration and Housing Reservations, register on-line at https://show.jspargo.com/gma19
No registration will be processed without payment. Advance Registration ends May 24.

**Tentative Schedule**

**Friday, June 21**
- 11:45 am – 12:45 pm Municipal Training Board Meeting
- 1:30 pm – 4:30 pm Municipal Training Institute Classes
- 5:00 pm – 5:45 pm Training Ceremony

**Saturday, June 22**
- 8:15 am – 3:15 pm Municipal Training Institute Classes
- 11:30 am – 3:30 pm City Attorneys’ Session and Lunch
- 3:15 pm – 5:30 pm Exhibit Hall Open
- 4:00 pm – 5:30 pm Board of Directors Meeting

**Sunday, June 23**
- 7:30 am – 8:00 am Worship Service
- 8:30 am – 1:30 pm Exhibit Hall Open
- 9:00 am – 10:30 am Policy Committee Meetings
- 10:45 am – 12:15 pm Policy Committee Meetings
- 11:30 am – 1:30 pm Lunch in the Exhibit Hall

**Monday, June 24**
- 8:30 am – 9:15 am Business Session (continental breakfast provided)
- 9:30 am – 10:45 am Concurrent Sessions
- 11:00 am – 12:15 pm Concurrent Sessions
- 12:30 pm – 2:00 pm Awards and Installation Luncheon
- 2:15 pm – 3:15 pm Rapid Fire Sessions
- 2:30 pm – 4:30 pm RMEBS Annual Meeting and Board Meeting
- 6:30 pm – 10:00 pm Closing Event

**Tuesday, June 25**
- 8:15 am – 11:15 am Municipal Training Courses (3 hour courses)

**HIGHLIGHTS**

- **Awards and Installation Luncheon will be held on Monday.** A separate ticket must be purchased for this event.
- **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:** The Exhibit Hall will be open on Saturday from 3:15 pm-5:30 pm and on Sunday from 8:30 am-1:30 pm. Please visit the exhibitors and tell them how much you appreciate their attendance. Lunch will be served in the Exhibit Hall on Sunday.
- **Annual Business Meeting and Awards & Installation Program:** The Business Meeting will take place on Monday morning this year and Awards & Installation ceremonies will be held during lunch. You will need to purchase a separate ticket for the luncheon as it is not included in the registration fee. During the Business Meeting, GMA’s 2020 Legislative Policies will be voted on and the Board of Directors and district officers will be elected. Voting delegate forms will be mailed in late April.
- **Shuttle Transportation:** Shuttle service will begin each morning at 7:00 am 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.
For Faster Registration and Housing Reservations, register on-line at https://show.jspargo.com/gma19
No registration will be processed without payment. Advance Registration ends May 24.

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: ______**

**Spouse/Chaperone name required, if registering: ___________________________
Email: ___________________________ Phone( _____ ) ___________ Fax: ( _____ ) ___________
Mailing Address: ___________________________ City: ___________________________ State: ______ Zip Code: ______**

**Children ______ x**

**E-Mail Format: [ ] HTML  [ ] Text**

### Registration Fees (Includes all Saturday afternoon through Monday morning events, plus closing event, (except special events listed below)

<table>
<thead>
<tr>
<th>Event</th>
<th>Early</th>
<th>Advance</th>
<th>Late/Onsite</th>
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<tr>
<td>GMA BAP Members</td>
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<td>$445</td>
<td>$475</td>
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<td><strong>Early</strong></td>
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#### Municipal Training Institute Registration

This fee covers training sessions only. Courses are 3 and 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.

**Friday, June 21 • 1:30 PM – 4:30 PM**

- Capital Improvement Program $150 $160 $170
- Current Issues: Understanding the Census $150 $160 $170
- Current Issues: Understanding Homelessness $150 $160 $170
- Effective Practices for Municipal Operations $150 $160 $170
- Entrepreneur Friendly Cities $150 $160 $170
- Employee Benefits 101 (Retirement) $150 $160 $170
- Excellence in Customer Service $150 $160 $170
- Local Government Debt Methods $150 $160 $170
- Mobile Workshop: Port of Sav. $150 $160 $170
- Municipal Courts Post-Ferguson $150 $160 $170
- Municipal Water and Wastewater Systems* $150 $160 $170
- Open Meetings* $150 $160 $170
- Practices for Successful Meetings* $150 $160 $170
- Public Policy Development and Implementation* $150 $160 $170
- Recreation and Parks $150 $160 $170
- Roles and Responsibilities of Council and Staff* $150 $160 $170
- Trends in Urban Design for Local Leaders $150 $160 $170

**Saturday, June 22 • 8:15 AM – 11:15 AM**

- Mobile Workshop: Placemaking $150 $160 $170
- In Action (meets offsite) $150 $160 $170

**Saturday, June 22 • 8:15 AM – 3:15 PM**

- Building a Hometown Connection: Downtown Development Authority $265 $285 $295
- GMA Lobbying 101 $265 $285 $295
- Creating a Downtown Renaissance: Advanced DDA $265 $285 $295
- Current Issues: Workforce Development $265 $285 $295

**Downtown Development Authority $265 $285 $295**

**Basic Training (ends at 4:15p.m.)**

- Economic Development* $265 $285 $295
- Emergency Management* $265 $285 $295
- Environmental Sustainability $265 $285 $295
- Ethics* $265 $285 $295
- Human Resources* $265 $285 $295
- Making Citizen Engagement Work* $265 $285 $295
- Money, Money, Money . . . Money! — Funding City Projects and Programs through Grants and Loans $265 $285 $295
- Mobile Workshop: Housing Solutions $265 $285 $295
- Municipal Finance II* $265 $285 $295
- Revitalizing Neighborhoods Tools for Local Officials $265 $285 $295
- Service Delivery Strategy: Efficiency & Tax Equity for Local Governments $265 $285 $295
- Water Management — An Introduction for Local Governments $265 $285 $295

**Tuesday, June 25 • 8:15 — 11:15 AM**

- Beyond the Bellwether: Influencing Federal Policy $150 $160 $170
- Economics of Education $150 $160 $170
- Information Privacy and Security Breaches: Prevention and Response $150 $160 $170
- Let's Get Social $150 $160 $170
- Municipal Taxation 102: The Basics Continued $150 $160 $170
- Municipal Law Update 2019 $150 $160 $170
- New and Emerging Technology for Cities $150 $160 $170
- Public Works and Transportation* $150 $160 $170
- Risk and Insurance 101 $150 $160 $170
- Succession Planning: Preparing *This course is on the “required” list for the Municipal Training Institute certificate program.
- For Tomorrow’s Workforce Today (New) $150 $160 $170

### Grand Total ___________

**Special Event Registration**

- City Attorneys’ Session/Lunch $150 $200
- City Managers’ Session/Lunch $70 $80
- Awards Luncheon $50 $60

**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

- Check attached (made to GMA) or Credit Card [ ] Visa [ ] MC [ ] AMEX

Credit Card Number: ___________ Exp.Date: ___________________________

Name on Card: ___________________________

- Check here if you have any ADA or Special Dietary needs
GMA 2019 Annual Convention Housing Form (June 21 – 25)
For Faster Registration and Housing Reservations, register on-line at https://show.jspargo.com/gma19
You MUST register for the Convention before requesting a hotel reservation.

Name: ____________________________________ Title: ____________________________________________
City/Company: __________________________________________________________________________

Hotel Reservation Request

- I do not require a hotel reservation.
- Special needs rooming requested.

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.

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<tr>
<th>Hotels</th>
<th>Rate</th>
<th>Parking</th>
</tr>
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<tbody>
<tr>
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<td>$25 (valet)</td>
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<tr>
<td>Andaz</td>
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<tr>
<td>Courtyard</td>
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<tr>
<td>Doubletree</td>
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<td>$26 (valet)</td>
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<tr>
<td>Embassy Suites</td>
<td>$205</td>
<td>$20 (self) $25 (valet)</td>
</tr>
<tr>
<td>Fairfield Inn &amp; Suites</td>
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<td>$25 (valet)</td>
</tr>
<tr>
<td>Hampton Inn (Bay Street)</td>
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<td>$12 (self)</td>
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<td>Hampton Inn (Oglethorpe)</td>
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<td>$20 (self) $25 (valet)</td>
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<tr>
<td>Hilton Garden Inn</td>
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<tr>
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<td>Hotel Indigo</td>
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<tr>
<td>Hyatt Regency Savannah</td>
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<tr>
<td>Marriott Riverfront</td>
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<tr>
<td>Residence Inn</td>
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<td>$15 (valet)</td>
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<tr>
<td>The Brice (Kimpton)</td>
<td>$229</td>
<td>$18 (self)</td>
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<tr>
<td>TRYP by Wyndham (Formerly B Historic)</td>
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<td>$28 (self)</td>
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<tr>
<td>Staybridge Suites</td>
<td>$179</td>
<td>$20 (self)</td>
</tr>
<tr>
<td>Westin Savannah Harbor</td>
<td>$240</td>
<td>$21 (self)</td>
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</table>

Riverfront Rooms: Additional fee for riverfront rooms at Hyatt, Marriott and Westin are $50, $30 and $40 per night respectively and subject to availability. Please indicate “Riverfront” request on this form. Additional fee for balcony room facing golf course is $30 per night at Westin. Request will be submitted to hotel. Please confirm at check-in.

Room Deposit: Westin requires a two-night deposit and all other hotels 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.

Changes/Cancellations: All hotel changes and cancellations must be made on-line at https://show.jspargo.com/gma19; or in writing via e-mail: gmaregandhousing@jspargo.com or fax to (703) 631-6288 by June 7, 2019 for all other hotels. After June 7, 2019, please contact the assigned hotel.

Guarantee Method:
- Visa  
- MC  
- AMEX

Number: ___________________ Exp. Date: _______
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.

A credit card guarantee (preferred method) or a deposit check in the amount equal to one night’s room rate and tax is required with each reservation request. Hotel Reservation Forms received without a method of guarantee cannot be processed. Cash deposits and wire transfers are not accepted. After May 30, 2019, credit card provided may be charged a deposit equal to one night’s room and tax by the hotel. Check deposits for hotel room guarantee must be mailed directly to the hotel stated on your acknowledgement letter after June 7, 2019 and before June 17, 2019. 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: (571) 549-4529  E-mail: gmaregandhousing@jspargo.com
IMPORTANT INFORMATION ABOUT REGISTRATION

For faster registration and housing reservations, register online at https://show.jspargo.com/gma19. Registration opens at 9:00am on Tuesday, March 12th. Otherwise, please fill out the registration form and return it with your check (made to GMA) or credit card information.

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

◆ Registrations must be received by May 24 and PAYMENT MUST BE INCLUDED. Anyone unable to meet the May 24 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 refunds will be given for cancellations made by April 12. Cancellations after April 12 and before May 24 will be subject to a $50 cancellation fee. Cancellations postmarked or faxed after May 24 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 (571) 549-4529 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 June 7, 2019 and before June 14, 2019. 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 June 7. After June 7, 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.
Mobile Workshop: Placemaking in Action
Placemaking is a multi-faceted approach to the planning, design and management of public spaces. During the mobile workshop, participants engage in the process of Placemaking by conducting a walking audit of Ellis Square in Downtown Savannah. Participants examine the diverse ways of placemaking capitalizes on a local community’s assets, inspiration and potential, with the intention of creating public spaces that promote people’s health, happiness and wellbeing.

Mobile Workshop – Port of Savannah
Georgia’s deep-water ports foster growth statewide. They drive development and opportunity across a range of industries, reaching every corner of every county. The Port of Savannah is the nation’s fourth busiest port and is home to the largest single-terminal container facility of its kind in North America. This mobile workshop include a presentation and tour of the Savannah ports facility, highlighting the Georgia Ports Authority’s role and partnership in attracting and expanding businesses in communities through the state.

See all other class descriptions in the 2019 Chart Your Courses Training Brochure or on the training program page on GMA’s website: www.gmanet.com
The full registration fee for the GMCA Conference is $675 (if purchased individually, these sessions total $795)

The fee includes:
- Friday Afternoon Training Course (3 hours credit)
- Saturday Training Session (6 hour credit)
- GMA Exhibit Hall Reception on Saturday Afternoon
- GMA General Session on Sunday Afternoon
- Sunday Business Meeting and Breakfast Session
- Sunday Training Course (3 hour credit)
- Monday Morning Training Course (3 hour training)
- Monday GMA and GMCA Awards Luncheon Ticket

Schedule of Events

**Friday, June 21**
1:30 pm – 4:30 pm  Training Course

**Saturday, June 22**
8:15 am – 3:15 am  Training Courses
3:15 pm – 5:30 pm  Exhibit Hall and Reception

**Sunday, June 23**
7:00 am – 8:00 am  Worship Service (optional)
8:30 am – 11:00 am  Breakfast with guest speaker and Business Meeting
11:30 am – 2:30 pm  Training Classes
3:30 pm – 5:00 pm  GMA General Session

**Monday, June 24**
8:30 am – 11:30 am  Training Courses
12:30 pm – 2:00 pm  GMA and GMCA Awards Luncheon
6:30 pm – 10:00 pm  GMA Closing Event (Separate Ticket Required)
GMCA 2019 CONFERENCE REGISTRATION & HOUSING FORM

GMCA 2019 CONFERENCE REGISTRATION & HOUSING FORM

Please select courses here (included in Full Registration)

Friday, June 21 • 3 Hour Training 1:30 pm — 4:30 pm
☐ Ethics for Filing Officers (CE Credit)
☐ Meeting Management 102 (Required)
☐ Work/Life Balance: Keys to Handling Stress (CE Credit)

Saturday, June 22 • 6 Hour Training 8:15 am — 3:15 pm
☐ GMA Policy Committees/Lunch
☐ Government 101 (Required)
☐ IMC Athenian Dialogue: The Gatekeeper (CE Credit)
☐ Masters Education Management Development Program — Ethics and the Public Servant

Sunday, June 23 • 3 Hour Training 11:30 am — 2:30 pm (select one)
☐ Meeting Management 103 (Required)
☐ Elections Training: Part One (must take Part Two on Monday to receive CE credit)
☐ Budgeting and Financial Reporting (CE Credit)

Monday, June 24 • 3 Hour Training 9:00 am — 12:00 pm (select one)
☐ Elections Training: Part Two (must take Part One on Sunday to receive CE credit)
☐ Tax Revenue 202 (Elective)
☐ Cyber Security Risks Every City Faces (CE Credit)

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

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