

# 2019 Annual Convention Registration

ONLINE REGISTRATION OPENS AT 9:00 AM MARCH 12



**CITIES UNITED  
LEAD TO SUCCEED**

2019 ANNUAL CONVENTION • JUNE 21-25



**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**

5:45 pm – 6:30 pm

**Reception for Training**

**Certificate Recipients**

#### 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**

12:30 pm – 1:30 pm

**Federal Policy Council Meeting and Lunch**

12:30 pm – 1:45 pm

**City Managers' Session and Lunch**

1:45 pm – 3:15 pm

**Policy Committee Meetings**

3:30 pm – 5:00 pm

**General Session**

5:15 pm – 6:15 pm

**Legislative Policy Council Meeting**

#### 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 8:30am-1:30pm. 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 \_\_\_\_\_

**E-Mail Format:**    HTML    Text

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

	Early By 4/2	Advance 4/2 to 5/24	Late/Onsite After 5/24	
<input type="checkbox"/> GMA Members	\$375	\$395	\$415	\$ _____
<input type="checkbox"/> GMA BAP Members	\$415	\$445	\$475	\$ _____
<input type="checkbox"/> GMA Non-Member	\$1,000	\$1,025	\$1,050	\$ _____
<input type="checkbox"/> Spouse (List name above)	\$135	\$145	\$155	\$ _____
<input type="checkbox"/> Children _____ x	\$65	\$75	\$80	\$ _____

**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 In Action (meets offsite)	\$150	\$160	\$170	\$ _____
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**Saturday, June 22 • 8:15 AM – 3:15 PM**

Building a Hometown Connection: 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 Basic Training (ends at 4:15p.m.)	\$265	\$285	\$295	\$ _____
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 Beltway: 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 For Tomorrow's Workforce Today (New)	\$150	\$160	\$170	\$ _____

*\*This course is on the "required" list for the Municipal Training Institute certificate program.*

**Special Event Registration**

City Attorneys' Session/Lunch	\$150	\$200	\$ _____
City Managers' Session/Lunch	\$70	\$80	\$ _____
Awards Luncheon	\$50	\$60	\$ _____

**Grand Total \$ \_\_\_\_\_**

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.

Hotels	Rate	Parking
___ Alida	\$195	\$25 (valet)
___ Andaz	\$232	\$23 (valet)
___ Courtyard	\$189	\$15 (valet)
___ Doubletree	\$209	\$26 (valet)
___ Embassy Suites	\$205	\$20 (self) \$25 (valet)
___ Fairfield Inn & Suites	\$179	\$25 (valet)
___ Hampton Inn (Bay Street.)	\$196	\$12 (self)
___ Hampton Inn (Oglethorpe)	\$179	\$20 (self) \$25 (valet)
___ Hilton Garden Inn	\$209	\$26 (valet)
___ Holiday Inn Express(Bay St.)	\$196	\$12 (valet)
___ Holiday Inn (Bryan St.)	\$175	\$25 (valet)
___ Hotel Indigo	\$199	\$16 (valet)
___ Hyatt Regency Savannah	\$227	\$16 (valet)
___ Marriott Riverfront	\$203	\$18 (self)
___ Residence Inn	\$229	\$15 (valet)
___ The Brice (Kimpton)	\$229	\$18 (self)
___ TRYP by Wyndham (Formerly BHistoric)	\$199	\$28 (self)
___ Staybridge Suites	\$179	\$20 (self)
___ Westin Savannah Harbor	\$240	\$21 (self)

**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](mailto: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](mailto:gmaregandhousing@jspargo.com)

# 2019 ANNUAL CONVENTION OFFICIAL HOTEL LOCATIONS



## HOTELS

- 1 Alida Hotel**
- 2 Andaz Savannah**
- 3 Courtyard by Marriott**
- 4 DoubleTree by Hilton**
- 5 Embassy Suites Historic District**
- 6 Fairfield Inn & Suites**
- 7 Hampton Inn Historic District**
- 8 Hampton Inn & Suites**
- 9 Hilton Garden Inn**
- 10 Holiday Inn Express**
- 11 Holiday Inn Historic District**
- 12 Hotel Indigo**
- 13 Hyatt Regency Savannah**
- 14 Kimpton Brice Hotel**
- 15 Residence Inn Savannah Historic**
- 16 Savannah Marriott Riverfront**
- 17 Staybridge Suites Historic Savannah**
- 18 TRYP By Wyndham**
- 19 Westin Savannah Harbor**

## 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](mailto: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](mailto: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](mailto: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.

## MUNICIPAL TRAINING INSTITUTE COURSE DESCRIPTIONS

### 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 includes 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](http://www.gmanet.com)





## **2019 GMCA CONFERENCE (June 21 - 24)**

**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.**

**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)



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 \_\_\_\_\_

E-Mail Format:  
 HTML  Text

**Full Registration Fees**

	Early By 4/2	Advance 4/2-5/24	Late/Onsite After 5/24	
<input type="checkbox"/> GMCA Members	\$675	\$695	\$725	\$ _____
<input type="checkbox"/> Spouse (List name above)	\$135	\$145	\$155	\$ _____
<input type="checkbox"/> Children _____ x	\$65	\$75	\$80	\$ _____

**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)
- IIMC 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)

**12:30 pm – 2:00 pm**

- Awards Luncheon (ticket is included in your full registration, but may be purchased individually for guests)

**6:30 pm – 10:00 pm (A separate ticket is required)**

- Closing Event # Tickets \_\_\_\_\_x \$65 \$ \_\_\_\_\_

**Individual Course Registration, if not doing Full Registration**

**Friday, June 21 • 3 Hour Training 1:30 pm – 4:30 pm**

<input type="checkbox"/> Ethics for Filing Officers (CE Credit)	\$150	\$160	\$170	\$ _____
<input type="checkbox"/> Meeting Management 102 (Required)	\$150	\$160	\$170	\$ _____
<input type="checkbox"/> Work/Life Balance: (CE Credit)	\$150	\$160	\$170	\$ _____

**Saturday, June 22 • 6 Hour Training 8:15 am – 3:15 pm**

<input type="checkbox"/> Government 101 (Required)	\$265	\$285	\$295	\$ _____
<input type="checkbox"/> IIMC Athenian Dialogue: The Gatekeeper (CE Credit)	\$265	\$285	\$295	\$ _____
<input type="checkbox"/> Masters Education : Ethics and the Public Servant	\$265	\$285	\$295	\$ _____

**Sunday, June 23 • 3 Hour Training 11:30 am – 2:30 pm (select one)**

<input type="checkbox"/> Breakfast and Business Meeting	\$50	\$55	\$60	\$ _____
<input type="checkbox"/> Meeting Management 103 (Required)	\$150	\$160	\$170	\$ _____
<input type="checkbox"/> Elections Training: Part One (must take Part Two on Monday to receive CE credit)	\$150	\$160	\$170	\$ _____
<input type="checkbox"/> Budgeting/ Financial Reporting (CE Credit)	\$150	\$160	\$170	\$ _____

**Monday, June 24 • 3 Hour Training 8:30 am -11:30 am (select one)**

<input type="checkbox"/> Elections Training: Part Two (must take Part One on Sunday to receive CE credit)	\$150	\$160	\$170	\$ _____
<input type="checkbox"/> Tax Revenue 202 (Elective)	\$150	\$160	\$170	\$ _____
<input type="checkbox"/> Cyber Security Risks (CE Credit)	\$150	\$160	\$170	\$ _____

**12:30 pm – 2:00 pm**

- Awards Luncheon # of Tickets \_\_\_\_\_X \$50 \$60 \$65 \$ \_\_\_\_\_

**6:30 pm – 10:00 pm (A separate ticket is required)**

- Closing Event # Tickets \_\_\_\_\_x \$65 \$ \_\_\_\_\_

**Grand Total \$ \_\_\_\_\_**

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

Number: \_\_\_\_\_ Exp.Date: \_\_\_\_\_ Name on Card: \_\_\_\_\_

**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**

**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

**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.

Hotels	Rate	Parking
Alida	\$195	\$25 (valet)
Andaz	\$232	\$23 (valet)
Courtyard	\$189	\$15 (valet)
Doubletree	\$209	\$26 (valet)
Embassy Suites	\$205	\$20 (self) \$25 (valet)
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Hilton Garden Inn	\$209	\$26 (valet)
Holiday Inn Express (Bay St.)	\$196	\$12 (valet)
Holiday Inn (Bryan St.)	\$175	\$25 (valet)
Hotel Indigo	\$199	\$16 (valet)
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Residence Inn	\$229	\$15 (valet)
The Brice (Kimpton)	\$229	\$18 (self)
TRYP by Wyndham (Formerly B Historic)	\$199	\$28 (self)
Staybridge Suites	\$179	\$20 (self)
Westin Savannah Harbor	\$240	\$21 (self)

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**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 directly.

**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**