

# ANNUAL CONVENTION REGISTRATION

## CREATING VIBRANT CITIES

Imagine. Inspire. Innovate.

## 2020 ANNUAL CONVENTION

June 26-30, 2020





# GMA 2020 ANNUAL CONVENTION REGISTRATION (JUNE 26 - 30)

For Faster Registration and Housing Reservations, register on-line at <https://show.jspargo.com/gma20>  
 No registration will be processed without payment. Advance Registration ends May 25.

FULL REGISTRATION FEES	EARLY: By 4/2	ADVANCE: By 4/3 - 5/25	LATE/ONSITE: After 5/25	TOTAL
GMA Members	\$395	\$415	\$435	\$ _____
GMA BAP Members	\$435	\$455	\$475	\$ _____
GMA Non-Members	\$1000	\$1,025	1,050	\$ _____
Spouse (List name)	\$135	\$145	\$155	\$ _____
Children _____ x	\$65	\$75	\$80	\$ _____

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

## 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 26 1:00 PM – 4:00 PM

- |  | EARLY | ADV.  | LATE  |
|--|-------|-------|-------|
| <input type="checkbox"/> Capital Improvement Program   | \$160 | \$170 | \$180 |
| <input type="checkbox"/> Changing Demographics and Best Practices  | \$160 | \$170 | \$180 |
| <input type="checkbox"/> Civics in Local Government  | \$160 | \$170 | \$180 |
| <input type="checkbox"/> Effective Practices for Municipal Operations 101  | \$160 | \$170 | \$180 |
| <input type="checkbox"/> (New) How to Attract and Retain Young Professionals in Your Town                            | \$160 | \$170 | \$180 |
| <input type="checkbox"/> Living Beyond Expectations: The Opportunities and Challenges of a Growing Senior Population | \$160 | \$170 | \$180 |
| <input type="checkbox"/> Mobile Workshop: Port of Savannah   | \$160 | \$170 | \$180 |
| <input type="checkbox"/> Municipal Courts Post-Ferguson II: Promoting Justice, Protecting City Assets                | \$160 | \$170 | \$180 |

- |  |          |       |       |
|--|----------|-------|-------|
| <input type="checkbox"/> Municipal Electric Systems 101                | \$160    | \$170 | \$180 |
| <input type="checkbox"/> Municipal Gas Systems 101                     | \$160    | \$170 | \$180 |
| <input type="checkbox"/> Municipal Taxation 101 – The Basics*          | \$160    | \$170 | \$180 |
| <input type="checkbox"/> Municipal Water and Waste Water Systems*      | \$160    | \$170 | \$180 |
| <input type="checkbox"/> Open Records*                                 | \$160    | \$170 | \$180 |
| <input type="checkbox"/> Practices for Successful Meetings*            | \$160    | \$170 | \$180 |
| <input type="checkbox"/> Public Policy Development and Implementation* | \$160    | \$170 | \$180 |
| <input type="checkbox"/> Recreation and Parks                          | \$160    | \$170 | \$180 |
| <input type="checkbox"/> Trends in Urban Design for Local Leaders      | \$160    | \$170 | \$180 |
|  | \$ _____ |       |       |

### Saturday, June 27 8:15 AM – 11:15 AM

- |   |       |       |       |
|---|-------|-------|-------|
| <input type="checkbox"/> Mobile Workshop: Placemaking In Action (meets offsite)                 | \$160 | \$170 | \$180 |
| <input type="checkbox"/> Building a Hometown Connection: GMA Lobbying 101                       | \$275 | \$285 | \$295 |
| <input type="checkbox"/> Conflict Resolution*   | \$275 | \$285 | \$295 |
| <input type="checkbox"/> Creating a Downtown Renaissance: Advanced DDA                          | \$275 | \$285 | \$295 |
| <input type="checkbox"/> Downtown Development Authority Basic Training (ends at 4:15p.m.)       | \$275 | \$285 | \$295 |
| <input type="checkbox"/> Economic Development*  | \$275 | \$285 | \$295 |
| <input type="checkbox"/> Environmental Sustainability   | \$275 | \$285 | \$295 |
| <input type="checkbox"/> Housing Solutions for Cities (Part Classroom and Part Mobile Workshop) | \$275 | \$285 | \$295 |

### Saturday, June 27 8:15 AM – 3:15 PM

- |   |          |       |       |
|---|----------|-------|-------|
| <input type="checkbox"/> Human Resources*   | \$275    | \$285 | \$295 |
| <input type="checkbox"/> Law Enforcement Services: Trends and Best Practices  | \$275    | \$285 | \$295 |
| <input type="checkbox"/> Making Citizen Engagement Work in Our Communities*   | \$275    | \$285 | \$295 |
| <input type="checkbox"/> Money, Money, Money ... Money! Funding City Projects and Programs Through Grants and Loans | \$275    | \$285 | \$295 |
| <input type="checkbox"/> Municipal Finance II*  | \$275    | \$285 | \$295 |
| <input type="checkbox"/> (New) Municipal Long -Term Budgeting   | \$275    | \$285 | \$295 |
| <input type="checkbox"/> Planning and Zoning*   | \$275    | \$285 | \$295 |
| <input type="checkbox"/> Regional Approaches to Cooperation   | \$275    | \$285 | \$295 |
| <input type="checkbox"/> Water Management – An Introduction For Local Governments                                   | \$275    | \$285 | \$295 |
|   | \$ _____ |       |       |



# GMA 2020 ANNUAL CONVENTION REGISTRATION (JUNE 26 - 30)

For Faster Registration and Housing Reservations, register on-line at <https://show.jspargo.com/gma20>  
No registration will be processed without payment. Advance Registration ends May 25.

## Tuesday, June 30 8:15 AM – 11:15 AM

- Employee Benefits 101 (Retirement) \$160 \$170 \$180
- (New) Funding and Programming Transportation Projects in Your Community \$160 \$170 \$180
- Information Privacy and Security Breaches Prevention and Response \$160 \$170 \$180
- Let's Get Social \$160 \$170 \$180

- Local Government Debt Methods 101 \$160 \$170 \$180
  - Municipal Taxation 102 - The Basics Continued \$160 \$170 \$180
  - New and Emerging Technology for Cities \$160 \$170 \$180
  - Open Meetings\* \$160 \$170 \$180
  - Public Works Services\* (formerly known as Public Works and Transportation) \$160 \$170 \$180
  - Risk and Insurance 101 \$160 \$170 \$180
- \$ \_\_\_\_\_

## Special Event Registration

- City Attorneys' Session/Lunch \$150 \$175 \$200
  - City Managers' Session/Lunch \$75 \$85 \$95
  - Awards Luncheon \$55 \$65 \$75
- \$ \_\_\_\_\_

*\*This class is on the required list for the Municipal Training Institute Certificate Program.*

**Check here if you have any ADA or Special Dietary needs**

**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) /
- Credit Card  Visa  MC  AMEX

Number: \_\_\_\_\_

Exp.Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

**ONLINE REGISTRATION IS ENCOURAGED**

**For more information:** Telephone: (571) 549-4529  
E-mail: [gmaregandhousing@jspargo.com](mailto:gmaregandhousing@jspargo.com)

For Faster Registration and Housing Reservations,  
register on-line at <https://show.jspargo.com/gma20>

**You MUST register for the Convention  
before requesting a hotel reservation.**

## HOTEL RESERVATION FORM – PAGE 2

Name: \_\_\_\_\_

Title: \_\_\_\_\_

City/Company: \_\_\_\_\_

HOTEL	RATE	PARKING
Alida	\$199	\$25 (valet)
Andaz	\$245+	\$23 (valet)
Courtyard	\$189	\$15 (valet)
DoubleTree Hotel	\$209	\$26 (valet)
Embassy Suites	\$205	\$20 (self) \$25 (valet)
Hampton Inn (Bay Street)	\$199	\$12 (valet)
Hampton Inn (Oglethorpe)	\$179	\$20 (self) \$25 (valet)
Hilton Garden Inn	\$209	\$26 (valet)
Holiday Inn Express (Bay Street)	\$199	\$12 (valet)
Hotel Indigo	\$205	\$25 (valet)
Hyatt Regency Savannah	\$229	\$17 (valet)
JW Marriott	\$261	\$15 (valet)
Marriott Riverfront	\$205	\$18 (self)
The Brice (Kimpton)	\$229	\$18 (self)
Staybridge Suites	\$179	\$20 (self)
Westin Savannah Harbor	\$240	\$21 (self)

### 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.

#### 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/gma20>; or in writing via e-mail: [gmaregandhousing@jspargo.com](mailto:gmaregandhousing@jspargo.com) or fax to (703) 631-6288 by June 3, 2020. After June 11, 2020, please contact the assigned hotel directly.

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, 2020, 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 4, 2020 and before June 18, 2020. 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

Guarantee Method:  Visa     MC     AMEX

Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

I will guarantee my hotel reservation(s) by check.

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

For more information: Telephone: (571) 549-4529 E-mail: [gmaregandhousing@jspargo.com](mailto:gmaregandhousing@jspargo.com)

# OFFICIAL HOTEL LOCATIONS



**2020 GMA CONFERENCE  
(June 26 - 30)**



VISIT  
**SAVANNAH**  
EST. 1733

## HOTELS

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



**TENTATIVE SCHEDULE!**

## FRIDAY, JUNE 26

11:00 am – 12:15 pm  
1:00 pm – 4:00 pm  
4:15 pm – 5:45 pm

Municipal Training Board Meeting  
Municipal Training Institute Classes  
Board of Directors Meeting

## SATURDAY, JUNE 27

8:15 am – 3:15 pm  
11:30 am – 3:30 pm  
3:15 pm – 5:30 pm  
5:00 pm – 6:30 pm

Municipal Training Institute Classes  
City Attorneys' Session and Lunch  
Exhibit Hall Open  
Training Ceremony and Reception

## SUNDAY, JUNE 28

7:15 am – 8:00 am  
8:00 am – 9:00 am  
9:15 am – 10:45 am  
11:00 am – 12:30 pm  
11:00 am – 3:00 pm

Worship Service  
Exhibit Hall Open for Breakfast  
Opening General Session  
Policy Committee Meetings  
Exhibit Hall Open (lunch available from 12:00 pm to 1:30 pm)

12:45 pm – 1:45 pm  
12:45 pm – 2:00 pm  
2:00 pm – 3:30 pm  
3:45 pm – 5:15 pm  
5:30 pm – 6:15 pm

Federal Policy Council Meeting and Lunch  
City Managers' Session and Lunch  
Policy Committee Meetings  
Policy Committee Meetings  
Legislative Policy Council Meeting

## MONDAY, JUNE 29

8:00 am – 8:45 am  
9:00 am – 11:00 am  
9:00 am – 10:15 am  
10:30 am – 11:45 am  
12:00 pm – 1:45 pm  
2:15 pm – 3:30 pm  
6:30 pm – 10:00 pm

GMA Business Meeting (continental breakfast provided)  
RMEBS Membership Meeting and Board of Trustees Meeting  
Concurrent Sessions  
Rapid Fire Sessions  
Awards and Installation Luncheon  
Concurrent Sessions  
Closing Event

## TUESDAY, JUNE 30

8:15 am – 11:15 am

Municipal Training Institute Classes (3 hour courses)

**HIGHLIGHTS**

- **AWARDS AND INSTALLATION LUNCHEON:**  
Awards and Installation Luncheon will be held on Monday. A separate ticket must be purchased for this event. Please note that training certificates will be granted at a separate ceremony.
- **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 8:00 am to 9:00 am and 11:00 am to 3:00 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 2021 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 to accommodate those taking training. The Convention Center also has **1,500 FREE parking spaces** in its lot.

## TRAINING 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 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 throughout the state.

See all other class descriptions in the 2020 Training Brochure or on the training program page on GMA's website: [www.gacities.com](http://www.gacities.com)

## IMPORTANT INFORMATION ABOUT REGISTRATION

General online registration opens at 9:00 am on Tuesday, March 10. Forms mailed or faxed early will not be processed before 9 am on March 10th. **You are strongly encouraged to register online.** Registering online will allow you to see what classes and hotels are still available. If you use the paper form, be sure to include multiple class and hotel choices in case your first or second choices are full.

- **Registrations must be received by May 25 and PAYMENT MUST BE INCLUDED.** Anyone unable to meet the May 25 deadline must register onsite at higher rates and make their own hotel reservations outside of the GMA block.
- 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 13. Cancellations after April 13 and before May 25 will be subject to a \$100 cancellation fee. Cancellations postmarked or faxed after May 25 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 classes 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 703-449-6418 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 waitlist 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 4, 2020 and before June 18, 2020. 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 3, 2020. After June 11, 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.



# THE GEORGIA MUNICIPAL CLERKS CONFERENCE

For Faster Registration and Housing Reservations, register on-line at <https://show.jspargo.com/gma20>  
No registration will be processed without payment. Advance Registration ends May 25.



The full registration fee for the GMCA Conference is \$675.  
(If purchased individually, these sessions total \$870.)

## 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 morning
- Sunday Luncheon 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 26

1:00 pm – 4:00 pm Training Courses

### Saturday, June 27

8:15 am – 3:15 pm Training Courses  
3:30 pm – 5:30 pm Exhibit Hall and Reception

### Sunday, June 28

7:15 am – 8:00 am Worship Service (optional)  
8:00 am – 9:00 am Breakfast in Exhibit Hall  
9:15 am – 10:45 am GMA Opening General Session  
11:00 am – 12:30 pm Business Meeting and Luncheon  
1:00 pm – 4:00 pm Training Courses

### Monday, June 29

8:30 am – 11:30 am Training Courses  
12:00 pm – 1:45 pm GMA and GMCA Awards Luncheon  
6:30 pm – 10:00 pm GMA Closing Event  
(Separate Ticket Required)





# 2020 GMCA CONFERENCE (June 26 - 30)

For Faster Registration and Housing Reservations, register on-line at <https://show.jspargo.com/gma20>  
 No registration will be processed without payment. Advance Registration ends May 25.

FULL REGISTRATION FEES	EARLY: By 4/2	ADVANCE: By 4/3 - 5/25	LATE/ONSITE: After 5/25
<b>GMCA Members</b>	\$675	\$695	\$725
<b>Spouse (List name)</b>	\$135	\$145	\$155
<b>Children _____ x</b>	\$65	\$75	\$80

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

## Please select courses here (included in Full Registration)

### Friday, June 26; 3 Hour Training 1:00 pm – 4:00 pm (select one)

- Millage Rate Part I (Required)
- Customer Service (CE Credit)

### Saturday, June 27; 6 Hour Training 8:15 am – 3:15 pm (select one)

- IIMC Athenian Dialogue
- Managing Power Effectively (Masters)
- Human Resources 201 (Required)

### Sunday, June 28; 3 Hour Training 1:00 pm – 4:00 pm (select one)

- Municipal Law Updates (CE Credit)
- Millage Rate Part II (Required)
- The Clerks Role during Natural Disasters (CE Credit)

### Monday, June 29; 3 Hour Training 8:30 am -11:30 am (select one)

- Intergovernmental Agreements (Advanced Course for CE Credits)
- Cyber Security Awareness (CE Credit)

#### 12:00 pm – 1:45 pm

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

# of Guest Tickets \_\_\_\_\_  
 \$55 \$65 \$75 Total \$\_\_\_\_\_

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

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

## Individual Course Registration, if not doing Full Registration

### Friday, June 26; 3 Hour Training 1:00 pm – 4:00 pm (select one)

- Millage Rate Part I (Required)  
\$160 \$170 \$180 \$\_\_\_\_\_
- Customer Service (CE Credit)  
\$160 \$170 \$180 \$\_\_\_\_\_

### Saturday, June 27; 6 Hour Training 8:15 am – 3:15 pm (select one)

- IIMC Athenian Dialogue  
\$275 \$285 \$295 \$\_\_\_\_\_
- Managing Power Effectively (Masters)  
\$275 \$285 \$295 \$\_\_\_\_\_
- Human Resources 201 (Required)  
\$275 \$285 \$295 \$\_\_\_\_\_

### Sunday, June 28 11:00 am – 12:30 pm

- Business Meeting and Luncheon  
\$60 \$65 \$70 \$\_\_\_\_\_

### 3 Hour Training 1:00 pm – 4:00 pm (select one)

- MUNICIPAL LAW UPDATES (CE CREDIT)**  
\$160 \$170 \$180 \$\_\_\_\_\_

- Millage Rate Part II (Required)  
\$160 \$170 \$180 \$\_\_\_\_\_
- The Clerks Role during Natural Disasters (CE Credit)  
\$160 \$170 \$180 \$\_\_\_\_\_

### Monday, June 29; 3 Hour Training 8:30 am -11:30 am (select only one)

- Intergovernmental Agreements (Advanced Course for CE Credits)  
\$160 \$170 \$180 \$\_\_\_\_\_
- Cyber Security Awareness (CE Credit)  
\$160 \$170 \$180 \$\_\_\_\_\_

#### 12:00 pm – 1:45 pm

- Awards Luncheon  
# of Tickets \_\_\_\_\_  
\$55 \$65 \$75 \$\_\_\_\_\_

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

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

## Check here if you have any ADA or Special Dietary needs

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) / Credit Card  Visa  MC  AMEX

Number: \_\_\_\_\_ Exp.Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

**For more information:** Telephone: (571) 549-4529 E-mail: [gmaregandhousing@jspargo.com](mailto:gmaregandhousing@jspargo.com)

# CLERKS' TRAINING COURSE DESCRIPTIONS

\* Please see descriptions for Required and Elective Courses at [https://cviog.uga.edu/\\_resources/documents/training-and-education/clerks-certification-guide.pdf](https://cviog.uga.edu/_resources/documents/training-and-education/clerks-certification-guide.pdf)

## **MILLAGE RATE PART I (REQUIRED)\***

### **CUSTOMER SERVICE-CE CREDITS ONLY**

This class examines people skills and communication in serving customers. The class includes understanding customer expectations for delivery of services and creating a positive and productive workday. Examine how to best serve customers, internal and external, by offering solutions and problem-solving techniques. Current trends in technology, content management and best practices will be reviewed for customer satisfaction solutions.

### **IIMC ATHENIAN DIALOGUE**

Girl, Wash Your Face: Stop Believing the Lies About Who You Are so You Can Become Who You Were Meant To Be by: Rachel Hollis Girl, Wash Your Face is described by The Washington Post as mixing “memoir, motivational tips, Bible quotations and common-sense girl talk.”

This Dialogue has been preapproved for three IIMC CMC or MMC education points with the satisfactory, timely completion of a learning assessment. Approved for 6 hours of CE credits for Certified Georgia Clerks.

## **MANAGING POWER EFFECTIVELY (MASTERS)\***

### **HUMAN RESOURCES 201 (REQUIRED)\***

### **MUNICIPAL LAW UPDATES FOR CLERKS-CE CREDITS ONLY**

This class updates attendees on legislation and judicial decisions affecting municipal governments. The goal of this class is to provide attendees with a detailed understanding of changes to laws affecting municipalities, especially as they relate to the job duties of the city clerk.

## **MILLAGE RATE PART II-(REQUIRED)\***

### **THE CLERKS ROLE DURING NATURAL DISASTERS -CE CREDITS ONLY**

This session will provide a basic understanding of the emergency management system and federal and state agencies involved in disaster mitigation, response and recovery. The session will also highlight the responsibilities of the city and how they should effectively interact with state and county emergency response agencies.

### **INTERGOVERNMENTAL AGREEMENTS (ADVANCED COURSE FOR CE CREDITS ONLY)**

### **CYBER SECURITY AWARENESS (CE CREDITS)**

This session will include Security Awareness Training and a presentation on key Cyber Security challenges facing City Clerks to include Election Security and Electronic Records Security and recommended practices for mitigating threats.