



it's
5
O'CLOCK
somewhere

MAMC 2019 Annual Conference
Radisson Plaza Hotel & Suites, Kalamazoo
June 17-21, 2019

PRESIDENT'S MESSAGE

On behalf of the MAMC Board of Directors we are pleased to welcome you to the 20th Annual MAMC Conference, "It's 5 O'Clock Somewhere".

Your Conference and Education Committee Chairs have worked hard with their respective committee members to put together an outstanding conference! We are excited to announce this year's guest speaker, Mimi Brown. Mimi is a dynamic, inspiring and persuasive leader who delivers sensational speeches that will engage, motivate, and move you! Mimi will be speaking Wednesday afternoon, "Slaying the Demanding Dragons: How to wow and win over the hard to please public, boss and co-worker."

When you come to conference, you can always count on:

- Awesome on-line application
- Great registration gift
- 5K Walk/Run
- Vendor Showcase
- Excellent speakers for our educational breakouts

New this year, Clerking 101 – 2-Day BOOTCAMP. Clerking 101 will be held on June 17 & 18th and this two-day bootcamp will focus on "Everything you need to know, but didn't know to ask!"

Thank you for your continued support of the MAMC and we'll see you in Kalamazoo!

Dan Kasunic
MAMC President

CONFERENCE HIGHLIGHTS

Monday, June 17, 2019

Breakfast & Lunch Included

7:30 a.m. – 8:30 a.m.	Registration OPEN
8:30 a.m. – 4:30 p.m.	Clerking 101 2 Day Bootcamp

Tuesday, June 18, 2019

Breakfast & Lunch Included

7:30 a.m. – 8:30 a.m.	Registration OPEN
8:30 a.m. – 4:30 p.m.	Clerking 101 2 Day Bootcamp & Masters Class
2:00 p.m. – 5:00 p.m.	Conference Registration OPEN
2:00 p.m. – 5:00 p.m.	Silent Auction Setup

Wednesday, June 19, 2019

7:30 a.m. – 8:30 a.m.	5K Walk Run
9:00 a.m. – 10:00 a.m.	Conference Registration OPEN & Silent Auction
10:00 a.m. – Noon	OPENING SESSION / MAMC MEMBERSHIP MEETING
Noon – 5:30 p.m.	Vendor Exhibits OPEN
Noon – 5:30 p.m.	Silent Auction & MAMC Store Open
Noon – 1:30 p.m.	Lunch
1:30 p.m. – 3:30 p.m.	Educational Session
3:30 p.m. – 5:30 p.m.	Vendor Showcase & Silent Auction <i>Stamp Card Game - Enter to Win PRIZES</i>
3:30 p.m. – 5:30 p.m.	Registration OPEN

Thursday, June 20, 2019

7:30 a.m. – 8:30 a.m.	Conference Registration OPEN / Breakfast Buffet
7:30 a.m. – 3:30 p.m.	Vendor Exhibits & Silent Auction OPEN
8:30 a.m. – 12:00 p.m.	Concurrent Educational Sessions
12:00 p.m. – 1:30 p.m.	Lunch / Silent Auction & MAMC Store Open
1:30 p.m. – 5:00 p.m.	Concurrent Educational Sessions
6:00 p.m. – 10:30 p.m.	Clerk of the Year, President's Dinner & Entertainment

Friday, June 21, 2019

7:30 a.m. – 8:30 a.m.	Breakfast Buffet
8:30 a.m. – 9:00 a.m.	MAMC Membership Meeting & Swearing of Oaths
9:00 a.m. – 11:00 a.m.	Secretary of State, Jocelyn Benson / Bureau of Elections, Sally Williams / Lobbyist, Bill Zaagman

CONFERENCE PROCEDURES AND POLICIES

REGISTRATION

Register online by clicking [here](#).

Eventbrite Password: **2019MAMC**

Online registration deadline is Monday, **May 27, 2019**

Payment must accompany the online registration. No registration will be processed without payment. **If you are paying by check click on "Show" under other payment options. (See screenshot below).**

The screenshot shows a checkout page with a total amount due of \$620.00. It lists various payment methods: PayPal, BANK, AMEX, DISCOVER, MasterCard, and VISA. A red arrow points to a 'Show' button under the 'Other Payment Options' section, which is labeled 'Pay By Check'.

Registration is open to all municipal and county Clerks and Deputy Clerks in Michigan. If you are not a Clerk or a Deputy Clerk within your organization, a letter of endorsement from the Clerk is required from your organization in order to attend any educational events conducted by the Michigan Association of Municipal Clerks, including but not limited to: Institute, Master Classes, Clerking 101, Free Education Day and Annual Conference.

CANCELLATIONS | REFUNDS

Cancellation requests must be e-mailed, mailed or faxed in writing to the MAMC. The cancellation deadline is Friday, May 31, 2019. Cancellation requests received by 5:00pm on May 31, 2019 will incur a \$100.00 fee. Cancellation requests received after May 31, 2019 or no shows will be charged the full registration fee and are not entitled to any refund.

Member substitutions within the same organization are permitted at no additional cost. All substitutions must be made in writing and be accompanied by a completed MAMC Conference Registration form prior to May 31, 2019.

MAMC SCHOLARSHIP PROGRAM

Scholarships are available for those individuals that would like to attend conference but do not have the financial means to do so. Applications must be postmarked no later than May 3, 2019. Additional information is available at www.michiganclerks.org.

PRICING INFORMATION

MASTER CLASS - Pre-conference Session: Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information.	\$175.00-M \$225.00-NM
CLERKING 101 2 Day Bootcamp - Pre-conference Session: Includes class materials, breakfast, lunch and breaks. Please refer to flyer for more information	\$200.00-M \$250.00-NM
CONFERENCE - Wednesday through Friday - See Conference Highlights	\$350.00-M \$400.00-NM
ANNUAL 5K FUN RUN/WALK - Includes entry fee and T-shirt.	\$20.00
GUEST MEAL PACKAGE - includes lunch Wednesday, breakfast, lunch & dinner Thursday, and breakfast Friday.	Guest Meal Package - \$200.00 President's Dinner Only Thursday - \$55.00

HOTEL RESERVATIONS

Each clerk is responsible for making their own room reservations at the Radisson Plaza Hotel & Suites. Reservations must be received on or before **May 27, 2019**. Call 269.343.3333 to book your reservation.

All reservations must be guaranteed by an accepted credit card. If a guest does not arrive, he/she will be billed for one night's room rate plus all applicable taxes, provided the reservation is not cancelled prior to 4:00pm on the day PRIOR TO arrival.

If a guest fails to cancel their reservation before the 24 hour window, prior to check-in, you will be charged a late cancellation fee, which is the nightly rate + applicable taxes. If a guest doesn't call to cancel their reservation and misses their reservation, they are also charged the nightly rate + applicable taxes.

PARKING

The hotel will provide a reduced rate of \$5.00 per day for registered overnight guests as well as day attendees.

SPOUSE | GUEST REGISTRATION

Fee provides spouses and guests admission for selected meals only and must be pre-arranged during the registration process. Note that due to limited space, spouses and guests may not attend educational sessions.

MEALS

Your conference registration includes: Lunch Wednesday, Breakfast, Lunch and Dinner Thursday, and Breakfast Friday.

GENERAL INFORMATION

TUESDAY

PRE-CONFERENCE COURSES

Clerking 101 2 Day Bootcamp

- This two-day bootcamp will focus on “Everything you need to know, but didn’t know to ask!”

Masters Class

- Delilah Reynolds - “Serving for Leadership Success”

WEDNESDAY

GENERAL SESSION

- Opening Session / MAMC Membership Meeting
- Educational Session - Mimi Brown, Slaying the Demanding Dragons: How to Wow and Win Over the Hard-to-Please Public, Boss and Coworker. Explore the seven types of difficult people and how to work with them.

THURSDAY

EDUCATIONAL COURSES

- Changes to FOIA Laws
- No Reason AV /Same Day Registration Implementation
- Leadership / Being a Dynamic Leader
- Recreational Marijuana – The Employers Impact
- Records Management
- Archivist – How and What Do You Preserve

FRIDAY

- MAMC Meeting & Swearing in new Board of Directors
- SOS, BOE and Legislative Update

CONFERENCE EVENTS

5K FUN RUN/WALK

Wednesday, June 19: 7:30 a.m. – 8:30 a.m.

Annual MAMC 5K Walk Run: Enjoy Acme as you walk/run a designated 5K course. The entry fee is \$20.00 and includes a race t-shirt and bottled water. Winners will be announced during the Opening Session.

VENDOR SHOWCASE

Wednesday, June 19: 3:30 p.m. – 5:30 p.m.

Take a few moments to visit each vendor to complete your game card for a chance to win great prizes. Each conference registrant will receive 2 complimentary drink tickets to use during this time. Appetizers will also be served!

MAMC CONFERENCE CHAIRS

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