



INSTITUTE REGISTRATION

MAMC INSTITUTE ♦ March 14 - 19, 2021 or March 21 - 26, 2021
Comfort Inn & Suites Conference Center ♦ Mt. Pleasant, Michigan



MAMC INSTITUTE MARCH 14-19, 2021

OR MAMC INSTITUTE MARCH 21-26, 2021

YEAR 1

YEAR 2

YEAR 3

INSTITUTE REGISTRATION DEADLINE IS FEBRUARY 26, 2021 (WEEK ONE) OR MARCH 5, 2021 (WEEK TWO)
PLEASE SELECT WHICH SESSION AND YEAR APPLIES TO YOUR REGISTRATION.

NOTE: Note both sessions will offer the same curriculum, and you must sign up for either the first week or the second week. Requests to switch back and forth cannot be accommodated. Participation is mandatory for all sessions, so do not register unless you can commit to attending the entire institute.

First Name _____ Last Name _____
(Print your name as you wish it to appear on your certificate. Include CMC/MMC/CMMC information if you want it included.)

Preferred Name _____ Title _____
(For your name tag) (If you are not a Clerk or a Deputy Clerk, the endorsement of your organization's Clerk is required.)

Organization _____ Address _____

City _____ State _____ Postal Code _____

Email _____ Phone (_____) _____
(Confirmation information will be sent via email so please print or type clearly.)

Please list the previous years that you have attended MAMC Institutes: _____

Please indicate any special needs such as a disability, hearing, visual, diet, etc: _____

INSTITUTE REGISTRATION FEE – \$650.00 Member or \$700.00 Non-Member*

- MAMC accepts credit card payments and online registration. www.michiganclerks.org/Events.aspx
 - Fee includes lunch on Monday, Tuesday, and Thursday and dinner on Sunday and Thursday.
 - Registration deadline is February 26, 2021 (*Week One*) or March 5, 2021 (*Week Two*).
 - Faxing or emailing registration forms before the deadline does not avoid the late fee.
 - A late fee of \$50.00 will be charged for payments postmarked after the deadline.
 - Lodging is separate. A block of rooms are reserved at the Comfort Inn Hotel & Suites at a special rate of \$85.00 per night, plus applicable taxes and assessments. These rates will not apply to reservations made on the internet. Call the Comfort Inn and identify yourself as a "MAMC participant when making reservations. Provide your agency's tax-exempt number to avoid state taxes.
- *MAMC membership forms are available on the website. www.michiganclerks.org/about/membership.aspx

MAIL THIS FORM TO:

MAMC
120 North Washington Square
Suite 110A
Lansing, MI 48933
Please include a check payable to MAMC with mail-in registrations. Return by the deadline to avoid the \$100.00 late fee (per SR 17).
Sorry, no exceptions.

TAX ID 38-3554848

QUESTIONS?

Contact Mary Bender,
Institute Coordinator
231-797-5536
mbender102@aol.com

SCHOLARSHIP INFORMATION

Scholarships are available for those who qualify. For more information, visit www.michiganclerks.org/programs/scholarship.htm

REMINDER

MAMC CANCELLATION POLICY

The cancellation fee is now \$100.00 (per SR 17), and request must be submitted 14 days prior to the event. Cancellation requests must be made in writing and emailed to info@michiganclerks.org or faxed to GCSI at 517-371-1170.

Cancellation requests received after 14 days before the conference date or no shows will be charged the full registration fee and are not entitled to any refund.

Attendance is required at all sessions in order to receive credit towards IIMC and MAMC certification. Please do not register unless prepared to attend all sessions.

BE SURE TO KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

www.michiganclerks.org