



MAMC INSTITUTE

MARCH 13-18, 2022 OR MARCH 20-25, 2022
Comfort Inn & Suites Hotel and Conference Center | Mt. Pleasant, Michigan

MAMC INSTITUTE MARCH 13-18, 2022 OR MAMC INSTITUTE MARCH 20-25, 2022

YEAR 1

YEAR 2

YEAR 3

MAMC INSTITUTE REGISTRATION DEADLINE | February 25, 2022 (Week One) March 4, 2022 (Week Two)

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 breakfast Monday-Friday, lunch on Monday, Tuesday, and Thursday and dinner on Sunday and Thursday.
- Registration deadline is February 25, 2022 (Week One) or March 4, 2022 (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 \$96.00 per night, plus applicable taxes and assessments until February 25, 2022 for the first week and March 4, 2022 for the second week. The cancellation deadline is 48 hours before the arrival date to avoid charging for one night's lodging plus taxes. To make on-line reservations follow the links below.

RESERVATION LINK
March 13-18, 2022

RESERVATION LINK
March 20-25, 2022

*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 February 25 for Week One and March 4 for Week Two to avoid the \$50 late fee. 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

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.

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 MAMC 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.