

ICMA's 99th Annual Conference Registration Form

Please read instructions before completing registration form.

Discounted registration rates for ICMA members are available by registering online at icma.org/conference2013.



REGISTRANT INFORMATION

For speedier processing, please supply your six-digit ICMA Member ID, which can be found on your ICMA membership card and on the *PM* magazine mailing label above your name. ID Number: _____

Business Telephone Number _____ Business Fax Number _____

E-Mail Address _____

Please complete the following information exactly as you want it to appear on your badge.

First Name or Nickname		
Full Name (First, M.I., Last)		
Title		
Organization		
Mailing Address		
City	State	Zip
Country	Province	

- Check here if this is your first ICMA Conference
 Check here if this is your partner's first ICMA Conference
 Check here if you require special accessibility or assistance during the conference.
 Send a letter with your registration specifying your needs.

All main registrant badges will have the registrant's postal and e-mail addresses contained in a bar code, which can be scanned by our exhibiting companies at the registrant's discretion.

- Check here to have your e-mail address suppressed in the badge bar code.

REGISTRATION All fees are in U.S. currency

*Discounted rates for ICMA members are available online!

Type of Registration	No.	Fee	Total Fee
ICMA Member* Through July 11		\$ 660.00	
Nonmember		\$ 1,085.00	
ICMA Member* Through August 22		\$ 725.00	
Nonmember		\$ 1,145.00	
ICMA Member* After August 22		\$ 780.00	
Nonmember		\$ 1,195.00	
Life Member	LIFE	\$ 200.00	
Retired Member	RETIR	\$ 200.00	
Full-time Academic	FTA	\$ 285.00	
Honorary Member	HONOR	Complimentary	
Range Riders	RR	Complimentary	
ICMA Student Member	STUD	Complimentary	
Member in Transition	MIT	Complimentary	
Nonmember Speaker	NMSP	Complimentary	
Partner (Please fill in for badge)	9	\$ 100.00	
First Name/Nickname _____ Last Name _____ E-Mail Address _____			
Partners' Program (Please check if your registered partner will be participating)			
<input type="checkbox"/> Brunch and Session: Monday, Sept. 23 10 a.m.-12:30 p.m. Service Project: Tuesday, Sept. 24 10 a.m.-12:30 p.m.	52	No charge	
<input type="checkbox"/> a. Boston Food Bank	56a	No charge	
<input type="checkbox"/> b. Pine Street Inn	56b	No charge	
<input type="checkbox"/> One for the Road: Wednesday, Sept. 25 10:30 a.m.-noon	62	No charge	
Children (Please fill in for badges if attending)	10	Complimentary	
Name _____ Name _____			
Special Guest	VIP	Complimentary	
Partner of Special Guest (Please fill in for badge)	11	Complimentary	
First Name/Nickname _____ Last Name _____			
Subtotal 1: Registration			\$

SPECIAL INTERNATIONAL WORKSHOP

Friday, September 20, 2-6 p.m.;	No.	Fee	Total Fee
Saturday, September 21, 9 a.m.-4 p.m.			
International Workshop: Working and Volunteering Internationally			
ICMA Member	12	\$ 350.00	
Nonmember		\$ 400.00	
Subtotal 2: International Workshop			\$

ICMA UNIVERSITY WORKSHOPS

Attendance is limited to 30-50 participants for each workshop.

Saturday, September 21, 8 a.m.-noon	No.	Fee	Total Fee
Changed for Good	13	\$ 175.00	
Facilitation: A Skill to Run a Meeting	14	\$ 175.00	
Moving Your Organization toward Higher Performance	15	\$ 175.00	
Performance Management	16	\$ 175.00	
Thinking about Constituents as Customers	17	\$ 175.00	
Your Leadership Playbook	18	\$ 175.00	
Saturday, September 21, 1-5 p.m.			
Creating a Life Map: A Year of Living Purposefully	19	\$ 175.00	
Facilitation: A Skill to Run a Meeting	20	\$ 175.00	
Interpersonal Leadership	21	\$ 175.00	
Moving Your Organization toward Higher Performance	22	\$ 175.00	
Navigating with Your Elected Officials to Success	23	\$ 175.00	
Place-based Social Media	24	\$ 175.00	
Public Engagement	25	\$ 175.00	
Your Leadership Playbook	26	\$ 175.00	
Sunday, September 22, 8 a.m.-noon			
Creating a Life Map: A Year of Living Purposefully	30	\$ 175.00	
Leading Your Organization	31	\$ 175.00	
Public Engagement	32	\$ 175.00	
Understanding the Public Safety Concept	33	\$ 175.00	
Annual Leadership Institute	34	\$ 199.00	
Sunday, September 22, 10 a.m.-noon			
ICMA-RC Funds Overview: Understanding Your Investments	36	No charge	
Subtotal 3: ICMA University Workshops			\$

OTHER WORKSHOPS

Sunday, September 22, 9 a.m.-noon	No.	Fee	Total Fee
Reinventing Government: The Book's Continuing Impact	35	\$ 75.00	
Sunday, September 22, 10:00 a.m.-noon			
Solar Powering Your Community	37	No charge	
Subtotal 4: Other Workshops			\$

ICMA UNIVERSITY FORUMS

Attendance is limited to 250 participants for each forum.

Sunday, September 22, 12:45-2:45 p.m.	No.	Fee	Total Fee
Gun Violence: It Can Happen Anywhere on Any Day	42	No charge	
Leadership ICMA Class of 2013	43	No charge	
Purpose Is the New Money	44	No charge	
The Human Side of Collaboration	45	No charge	
Wednesday, September 25, 10:30 a.m.-12:30 p.m.			
Building the Toolbox for the Next Generation	63	No charge	
Let Me Tell You a Story	64	No charge	
States of Emergency	65	No charge	

Name:

Organization:

Phone:

CONFERENCE EVENTS

*Youth tickets for adult events apply to ages 6 through 16, except where indicated. Under 6 for adult events—no charge.

Saturday, September 21	No.	Fee	Total Fee
Reception: Top of the Hub Skywalk Observatory 5:30-7:30 p.m.	Adult 27 Youth* 28	\$ 35.00 \$ 25.00	
Sunday, September 22			
Sports: 5K Fun Run/Walk 8:30 a.m.-12:30 p.m.	29	\$ 25.00	
Speed Coaching 10-11:45 a.m.	38	Complimentary	
Field Demo: Library Innovations: Brookline 12:45-2:30 p.m.	39	\$ 20.00	
Field Demo: Public Safety Facility: Cambridge 12:45-2:15 p.m.	40	\$ 20.00	
Women's Luncheon 12:45-2:45 p.m.	41	\$ 40.00	
<i>One ticket for the Welcoming Reception is included in the registration fee for paid registrants. Unless otherwise indicated, individuals receiving complimentary registrations must purchase a ticket to attend the reception. Do NOT purchase a ticket unless your registration is complimentary.</i>			
Welcoming Reception: A Taste of New England 5-7 p.m.	Adult 46 Youth* 47	\$ 40.00 \$ 30.00	
Networking Mixer 7-9 p.m.	48	Complimentary	
Monday, September 23			
Inspirational Breakfast 7-8:15 a.m.	49	\$ 35.00	
Field Demo: Food and the Economy 9:45 a.m.-12:15 p.m.	50	\$ 20.00	
Field Demo: Technology for Engaging Citizens 9:45 a.m.-12:15 p.m.	51	\$ 20.00	
Assistants' Luncheon 11:15 a.m.-12:30 p.m.	53	\$ 40.00	
Field Demo: Revitalization and Development in Lowell 12:45-4 p.m.	54	\$ 20.00	
Field Demo: Rose Fitzgerald Kennedy Greenway 12:45 p.m.-3:15 p.m.	55	\$ 20.00	
Tuesday, September 24			
Field Demo: Main Streets of Boston 12:45-4 p.m.	57	\$ 20.00	
Field Demo: Community Sustainability: Cambridge 12:45-3:15 p.m.	58	\$ 20.00	
Evening: Fenway Park 6-10 p.m.	Adult 59 Youth* 60	\$ 60.00 \$ 50.00	
Wednesday, September 25			
Sports: Golf Tournament 6:30 a.m.-2 p.m.	61	\$ 110.00	
Subtotal 5: Conference Events			\$
Subtotal 4: Other Workshops Forward			\$
Subtotal 3: ICMA U Workshops Forward			\$
Subtotal 2: International Workshop Forward			\$
Subtotal 1: Registration Forward			\$
Total			\$
<input type="checkbox"/> I am including a contribution to the Fund for Professional Management with my registration			Fund Contribution \$
Please direct my contribution:			
<input type="checkbox"/> 100% to the Fund's traditional work			
<input type="checkbox"/> 100% to the Life, Well Run campaign			
<input type="checkbox"/> Split evenly between the Fund's traditional work and Life, Well Run			
Combined Total			\$
Special Discount Taken (provide description in box below)			\$
Enter a brief explanation for discount taken.			

PAYMENT METHOD (Check all that apply. Please print clearly.)

<input type="checkbox"/> Check Enclosed	Amount	\$
<input type="checkbox"/> P. O. #/Voucher (Invoices must be paid in full to receive registration materials.)	Amount	\$
<input type="checkbox"/> Credit Card (Please fill out information below)	Amount	\$
Credit Card Number One	Amount	\$
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Acct. #	Exp. date	
Cardholder's Name (as it appears on card)		
Cardholder's Address (This must be filled out for the registration to be processed)		
Signature	Date	
Credit Card Number Two	Amount	\$
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express		
Acct. #	Exp. date	
Cardholder's Name (as it appears on card)		
Cardholder's Address (This must be filled out for the registration to be processed)		
Signature	Date	
Must match "combined total" on left		Total Amount \$

Register online at:

icma.org/conference2013

OR**Mail registration form & payment to:**

ICMA

P.O. Box 79403

Baltimore, MD 21279-0403

OR**Fax registration form with credit card payment to:**

202-962-3678

Tour ticketsPurchase tour tickets online at icma.org/conference2013.

How to Register

Registration rates and deadlines

Take advantage of the lowest registration rate for ICMA members: register online by July 11.

Online registration rates and deadlines		
Deadlines—Register Online	Registration Rates	
	Members	Nonmembers
by July 11:	\$ 635.00	\$1,085.00
by August 22:	\$ 700.00	\$1,145.00
after August 22:	\$ 755.00	\$1,195.00

Mailed or faxed registration rates and deadlines		
Deadlines—Postmarked	Registration Rates	
	Members	Nonmembers
by July 11:	\$ 660.00	\$1,085.00
by August 22:	\$ 725.00	\$1,145.00
after August 22:	\$ 780.00	\$1,195.00

Members: To register as a member, your ICMA membership status must be current. If you would like to verify your status, call ICMA Member & Customer Support toll free at 800-745-8780 or 202-289-ICMA (4262); or e-mail customerservices@icma.org.

Note: Note: ICMA membership is for individuals only. If you are not currently a member, use the nonmember category fees.

Nonmembers: Take this opportunity to join ICMA and receive a discount on conference registration, as well as many other membership benefits. To join online or download a membership application, go to icma.org/apply. All membership applications and conference registrations must be received by ICMA by July 11 to qualify for the lowest member registration fee.

Payment Methods

If payment is not received at the Baltimore address by September 5, on-site payment may be required. No one may pick up registration materials without payment.

Credit card payments may be mailed or faxed. Faxed forms will be accepted only if payment is made using a MasterCard, VISA, or American Express credit card number. Purchase order numbers cannot be accepted for fax registrations. The fax number is 202-962-3678. **IF YOU FAX YOUR REGISTRATION FORM, DO NOT ALSO MAIL YOUR FORM OR YOU MAYBE CHARGED TWICE.** Registrations will not be accepted over the telephone. Written confirmation of your registration will be mailed within 15 business days of receipt of your registration form.

To inquire about payment plan options, contact ICMA Member & Customer Support toll free at 800-745-8780 or 202-289-ICMA (4262); or e-mail customerservices@icma.org.

Where to Send Your Form

Complete this conference registration form; include your check, credit card number, or purchase order/voucher; and mail to:

ICMA
P.O. Box 79403
Baltimore, MD 21279-0403

Make checks payable to ICMA.

DO NOT mail your conference registration to the ICMA headquarters address in Washington, D.C.

Questions?

Do you have questions about conference registration, hotel reservations, or travel arrangements to Boston?

Call ICMA Member & Customer Support Center at (202) 289-ICMA (4262) or e-mail your question to customerservices@icma.org.

Cancellation and Refund Policy

All registration cancellations will be charged a \$75 processing fee regardless of when received. ICMA University workshop cancellations are charged an additional \$35 processing fee.

Cancellation requests must be in writing! Conference registration cancellations and/or cancellations of social event, sports, luncheon, or field demo tickets will be accepted through Tuesday, September 17. No cancellations will be accepted after Tuesday, September 17.

There is no processing fee for ticket refunds. This policy is intended to assist those attendees who are forced to cancel at the last minute because of unanticipated job demands. Refunds will be processed no later than 15 days from the conference end.

There will be no ticket refunds at the conference. However, for your convenience in making last-minute changes in plans, a ticket brokerage desk will be set up on site at the conference, where we will attempt to sell your tickets for cash only to other attendees. Please note that because of guarantee requirements on ticketed events, no ticket brokerage sales for an event will take place until the event is sold out.

Address all cancellations to:

ICMA Conference Cancellations
Attention: Jenny Chan
777 North Capitol Street, NE
Suite 500
Washington, D.C. 20002-4201
FAX 202-962-3678
E-mail: customerservices@icma.org

Special Registration Discounts

Members who are first-time attendees

ICMA members in the conference region (Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont) who are attending their first ICMA conference are eligible for a \$200.00 discount off the registration fee. Please enter the discount taken and a brief explanation in the "Special Discount Taken" line in the payment section of the registration form.

ICMA members outside of North America who are attending their first ICMA conference are eligible for half-price registration. Please enter the discount taken and a brief explanation in the "Special Discount Taken" line in the payment section of the registration form.

ICMA Affiliate Members who are early-career professionals

Early-career professionals, defined as ICMA U.S. Affiliate Members who are entry-level to mid-management local government staff (not department heads), are eligible for a \$300.00 discount off the registration fee. Please enter the discount taken and a brief explanation in the "Special Discount Taken" line in the payment section of the registration form.

Members in transition

If you have been fired or forced to resign your position in local government and are now "in transition," ICMA will provide complimentary registrations for you and your partner. ICMA will also provide you and your partner with complimentary tickets to the Sunday Welcoming Reception. Register under the "Members In Transition" category or register online, but ICMA's membership department must have been notified of your status for you to use this option.

Important reminders

The Welcoming Reception on Sunday, September 22, is included in the registration fee for all paid registrants. Unless otherwise indicated, individuals receiving complimentary registrations, including Honorary Members, Student Members, nonmember speakers, Range Riders, special guests and their partners, press, and children age 6 and older must purchase a ticket if they are interested in attending the Welcoming Reception.

- All mail-in registrations received after September 5 will be treated as on-site registrations.
- To avoid duplicate billings and registrations, if you fax your registration form, please do not also mail your form.
- You will receive written confirmation within 15 business days of receipt of your registration form.
- No registrations or cancellations will be accepted over the telephone.
- No registration cancellations will be accepted after September 17.
- No ticket cancellations for social events, sports events, luncheons, or field demos will be accepted after September 17.

Visit us online at
icma.org/conference2013