

**2011 NYACD/ Administrative Managers Conference Registration Form
October 16-18, 2011 Radisson Hotel, Genesee St, Utica, NY**

**** Early Bird Registration Deadline is September 15th** Final Registration is September 30th
(Please complete one form for *each* registrant)**

Name: _____ **Affiliation:** _____
Address: _____ **Phone:** _____
_____ **Fax:** _____
_____ **Email:** _____
Today's Date: _____

PRICING:

REGISTRATION (everyone must choose one of the following)

Full meeting registration \$100; Early Bird \$50 _____

One day registration \$50; Early Bird \$25 _____

LODGING & MEALS: all priced per person & includes breaks & receptions

Full meeting: double occupancy, all meals \$245 (per person) _____

Full meeting: single occupancy, all meals \$345 _____

One night: double occ, dinner, breakfast, lunch \$130 (per person) _____

One night: single occ., dinner, breakfast, lunch \$185 _____

Monday Commuter: includes AM & PM breaks, full lunch \$35 _____

ADD-ONS (or commuters):

Sunday dinner* \$40 _____

Monday dinner* \$40 _____

Please indicate roommate's name for double occupancy _____

TOTAL (mail check as detailed below) \$ _____

Sunday, October 16th:

____ Yes, I will participate in the Conservation Tour

***WORKSHOP SELECTION:**

Monday, October 17th morning session:

9:00-10:15

____ 1. Policy Discussion Session ____ 2. Ethics ____ 3. CDEA Session (choose 1)

10:30-11:45

____ 1. Mediation ____ 2. Ethics – repeated ____ 3. CDEA Session – repeated (choose 1)

Tuesday, October 18th:

8:30-10:00

____ 1. Minute Taking ____ 2. Conservation Easements

10:30

____ Budget Development

Monday evening dinner choice: ____ grilled sirloin steak or ____ stuffed chicken breast

Please send Registration form and payment, made out to NYACD to:

Melanie Saunders, Erie SWCD 50 Commerce Way East Aurora, NY 14052

Questions: Please contact Judy Littrell, NYACD at 518-857-0060 or nyacd@nycap.rr.com

Refunds/cancellations: Any cancellations are subject to a \$25 fee after September 30th, and cannot be accepted after October 10th.