

Township Officials of Illinois Annual Educational Conference

Advance Registration Form

November 10 - 12, 2019

(Please use one form per delegate; if paying for multiple delegates with one check/credit card, please submit all forms together for accurate processing)

Advance Registration Deadline is October 24, 2019

SECTION I - REGISTRATION INFORMATION County: _____ Township: _____ Name: _____ Address: _____ City: _____ State: ____ Zip Code: _____ Phone: _____ Email: _____	Township Position: <input type="checkbox"/> Assessor <input type="checkbox"/> Attorney <input type="checkbox"/> GA Caseworker <input type="checkbox"/> Highway Commissioner <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Supervisor <input type="checkbox"/> Tax Collector <input type="checkbox"/> Township Clerk <input type="checkbox"/> Trustee <input type="checkbox"/> Youth Committee <input type="checkbox"/> Other _____ <div style="text-align: right;">(specify)</div>
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SECTION II - REGISTRATION FEES

MEMBERS

Registrations received on or before October 24, 2019: Full Registration - \$165 per person Monday Registration Only - \$110 per person Tuesday Registration Only - \$95 per person	On-site registration: Full Registration - \$195 per person Monday Registration Only - \$135 per person Tuesday Registration Only - \$120 per person
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NON-MEMBERS

Registrations received on or before October 24, 2019 - \$240 per person; On-site registrations - \$290 per person

Single-day registration includes admittance to non-ticketed activities occurring on that day ONLY. Monday only registrant MAY NOT attend Sunday or Tuesday events, and Tuesday only registrant MAY NOT attend Sunday or Monday events. Registration information may be picked up only on the day for which you have registered.

Full Registration
 Monday Only Registration
 Tuesday Only Registration

GUESTS - Does not include admission to education sessions.

Registrations received on or before October 24, 2019 Full Conference - \$80 Includes: Sunday Exhibit Hall, Monday Exhibit Hall breakfast & lunch, and Tuesday lunch Monday Only - \$36 Includes: Monday breakfast & lunch Tuesday Only - \$25 Includes: Tuesday lunch	On-site registration: Full Conference - \$90 Monday Only - \$45 Tuesday Only - \$30
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Guest Registration
 Full
 Monday Only
 Tuesday Only

Name of guest as it should appear on badge _____

Registration Fees (see all fees above).....\$ _____

Tickets must be ordered on or before October 24, 2019. Special event tickets will not be sold on-site.

_____ Awards Breakfast ticket - \$25.00 each.....\$ _____

_____ Banquet ticket - \$55.00 each\$ _____

TOTAL AMOUNT ENCLOSED\$ _____

SECTION III – COMPLIMENTARY MEAL FUNCTIONS

In an effort to make the most efficient use of registration fees, please indicate if you plan to attend the following complimentary events:

I will attend the Monday continental breakfast in the exhibit hall.

I will attend the Monday lunch in the exhibit hall.

I will attend my Division Meeting on Tuesday afternoon that includes a box lunch.

SECTION IV – PAYMENT INFORMATION

Payment must accompany advance registration form and should include Registrations, Banquet and Award Breakfast tickets. A \$3.50 credit card processing fee is added if using a credit card.



Check Enclosed



Visa



MasterCard

Card Number: _____ Expiration Date: _____

Name on Card: _____

Billing Address: _____

Cardholder's Signature: _____

SECTION V - SPECIAL REQUIREMENTS

Please indicate any special requirements (dietary restrictions, handicap accessibility, interpreter, etc.) in this space or contact the TOI office. Special requirements can only be accommodated if requested at least two weeks in advance of Conference:

SECTION VI – CANCELLATION POLICY & TICKET ORDER INFORMATION

Cancellations received by **October 10, 2019** will receive full refund.

Cancellations received from **October 11 to October 24, 2019** will receive a refund less \$20 administrative fee.

NO REFUNDS on cancellations received after **October 24, 2018**.

Registrations are transferable.

Advance orders and pre-payment for all Award Breakfast and Banquet tickets MUST BE RECEIVED by October 24, 2019 in order to meet facility meal guarantee requirements. Special event tickets will not be sold on site.

SECTION VII – HOUSING

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by October 9, 2019 will be assigned hotel reservations. Hotel reservations may be made on-line via a link on the TOI website, www.toi.org or by submitting the Housing Form. The Housing Form is available in the *Township Perspective* or on the TOI website, www.toi.org. Reservations must be received by October 9, 2019 and guaranteed with a credit card. Hotel assignment confirmations **WILL NOT** be emailed until the week of October 21, 2019. Read all of the Hotel Reservation Procedures in the *Township Perspective* or on the TOI website to make certain you comply with all requirements.

**Send this Registration Form to:
Township Officials of Illinois
3217 Northfield Dr.
Springfield, Illinois 62702**