

Township Officials of Illinois Annual Educational Conference
Advance Registration Form
November 8 - 10, 2015

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

Advance Registration Deadline is October 23, 2015

<p>SECTION I – REGISTRATION INFORMATION</p> <p>County: _____ Township: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Phone: _____ Email: _____</p>	<p>Township Position:</p> <p><input type="checkbox"/> Assessor</p> <p><input type="checkbox"/> Attorney</p> <p><input type="checkbox"/> Highway Commissioner</p> <p><input type="checkbox"/> Senior Citizen</p> <p><input type="checkbox"/> Social Worker</p> <p><input type="checkbox"/> Supervisor</p> <p><input type="checkbox"/> Tax Collector</p> <p><input type="checkbox"/> Township Clerk</p> <p><input type="checkbox"/> Trustee</p> <p><input type="checkbox"/> Youth Committee</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: center;">(specify)</p>
---	---

SECTION II - REGISTRATION FEES

MEMBERS

<p>Registrations received on or before October 23, 2015:</p> <p>Full Registration - \$165 per person</p> <p>Monday Registration Only - \$110 per person</p> <p>Tuesday Registration Only - \$95 per person</p>	<p>On-site registration:</p> <p>Full Registration - \$195 per person</p> <p>Monday Registration Only - \$135 per person</p> <p>Tuesday Registration Only - \$120 per person</p>
---	--

NON-MEMBERS

Registrations received on or before October 23, 2015 - \$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 registrations MAY NOT attend Sunday or Tuesday events, and Tuesday only registrations MAY NOT attend Sunday or Monday events. Registration information may only be picked up on the day for which you have registered.

Full Registration
 Monday Only Registration
 Tuesday Only Registration

Registration Fee (see above) \$ _____

_____ Spouse Program ticket - \$40.00 each \$ _____

_____ Awards Breakfast ticket - \$20.00 each \$ _____

_____ Banquet ticket - \$45.00 each \$ _____

Tickets must be ordered on or before October 23, 2015. On-site purchase of tickets only if extra tickets are available.

_____ Guest Meal Badge Name of guest as it should appear on badge _____

Includes food and beverage only as indicated below. Does not include admission to sessions.

Ordered on or before October 23, 2015

Full Conference - \$70 Includes: Monday lunch, Monday Fun Night and Tuesday lunch

Monday Only - \$48 Includes: Monday lunch & Monday Fun Night

Tuesday Only - \$22 Includes: Tuesday lunch

TOTAL AMOUNT ENCLOSED \$ _____

SECTION III – PAYMENT INFORMATION

Payment must accompany advance registration form and should include Banquet, Spouse Program, and Award Breakfast tickets.

Check Enclosed Visa MasterCard

Card Number: _____ Expiration Date: _____

Name on Card: _____

Billing Address: _____

Cardholder's Signature: _____

SECTION IV - 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 V - CANCELLATION POLICY & TICKET ORDER INFORMATION

Cancellations received by **October 9, 2015** will receive full refund.

Cancellations received from **October 10 to October 23, 2015** will receive a refund less a \$20 administrative fee.

NO REFUNDS on cancellations received after **October 23, 2015**.

Registrations are transferable.

Advance orders and pre-payment for all Spouse Program, Award Breakfast, and Banquet tickets MUST BE RECEIVED by October 23, 2015 in order to meet facility guarantee requirements. Special event tickets will be sold on site only if extra tickets are available.

SECTION VI – HOUSING

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by October 8th will be allocated 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 8, 2015 and guaranteed with a credit card. Hotel assignment confirmations **WILL NOT** be emailed until the week of October 12, 2015. 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**