

**Township Officials of Illinois Annual Educational Conference  
Advance Registration Form  
November 13-15, 2022**

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

**EARLY BIRD Registration Deadline is August 1, 2022 | Advance Registration Deadline is October 28, 2022**

<p><b>SECTION I – REGISTRATION INFORMATION</b></p> <p>County: _____ Township: _____</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip Code: _____</p> <p>Phone: _____ Email: _____</p>	<p><b>Township Position:</b></p> <p><input type="checkbox"/> Assessor</p> <p><input type="checkbox"/> Attorney</p> <p><input type="checkbox"/> GA Caseworker</p> <p><input type="checkbox"/> Highway Commissioner</p> <p><input type="checkbox"/> Senior Citizen</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 _____ (specify)</p>
---	--

**SECTION II – REGISTRATION FEES**

**MEMBERS**

<p><b>EARLY BIRD Registrations received on or before August 1, 2022</b></p> <p>Full Registration: \$175 Monday Registration Only: \$100 Tuesday Registration Only: \$85</p>	<p><b>Advance Registrations received on or before October 28, 2022</b></p> <p>Full Registration: \$185 Monday Registration Only: \$110 Tuesday Registration Only: \$95</p>	<p><b>On-site Registration</b></p> <p>Full Registration: \$225 Monday Registration Only: \$135 Tuesday Registration Only: \$125</p>
---	--	---

Full Registration     Monday Only Registration     Tuesday Only Registration

**NON-MEMBERS**

**EARLY BIRD Registrations received on or before August 1, 2022:** \$240 per person  
**Advance Registrations received on or before October 28, 2022:** \$250 per person  
**On-site Registrations:** \$310 per person

Single-day registration includes admittance to non-ticketed activities occurring on that day ONLY. Monday only registrants 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 you have registered.

Full Registration     Monday Only Registration     Tuesday Only Registration

**GUESTS Does NOT include admission to education sessions**

<p><b>EARLY BIRD Registrations received on or before August 1, 2022</b></p> <p>Full Registration: \$85 Monday Registration Only: \$45 Tuesday Registration Only: \$30</p>	<p><b>Advance Registrations received on or before October 28, 2022</b></p> <p>Full Registration: \$95 Monday Registration Only: \$45 Tuesday Registration Only: \$30</p>	<p><b>On-site Registration</b></p> <p>Full Registration: \$110 Monday Registration Only: \$150 Tuesday Registration Only: \$40</p>
---	--	--

**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 28, 2022. Special event tickets will not be sold on-site.**

\_\_\_\_\_ Awards Breakfast ticket: \$35.00 each.....\$\_\_\_\_\_

### SECTION III – 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 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 14, 2022** will receive full refund.

Cancellations received between **October 14 to October 28, 2022** will receive a partial refund (\$20 administrative fee).

**NO REFUNDS** on cancellations received after **October 28, 2022**.

Registrations are transferable.

**Advance orders and pre-payment for all Award Breakfast MUST BE RECEIVED by October 28, 2022 in order to meet facility meal guarantee requirements. Special event tickets will not be sold on site.**

### SECTION VI – HOUSING

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by **October 7, 2022** will be assigned hotel reservations. Hotel reservations may be made on-line via a link on the TOI website, [www.toi.org](http://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](http://www.toi.org). Reservations must be received **by October 7, 2022** and guaranteed with a credit card. Hotel assignment confirmations WILL NOT be emailed until the **week of October 17, 2022** 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**