2018 Institute for Elected Municipal Officials (IEMO)

Registration Form

**January 19-21, 2018**

**Embassy Suites by Hilton Orlando North (Altamonte Springs)**

**Please print the information below. Please fill out one form for each attendee.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Nickname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please print as it should appear on your certificate.) (For name badge)

Dietary Restrictions: □ no □ yes If “yes”, specify dietary requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Municipality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Municipal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAX \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Municipal Clerk: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration Fee: **$300.00** (includes lunch on Friday & Sunday)

Registration Deadline: **Thursday, January 5, 2018** (Space is limited to the first 35 students.)

To register via **check**, please mail with completed registration form to:

 Florida League of Cities

 P.O. Box 1757

 Tallahassee, FL 32302

To register via **Visa or MasterCard,** go online to www.flcities.com, or complete the info below and fax

 to (850) 222-3806, Attn: Heidi Hogarth

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Exp. Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cardholder’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (If different from above)

**Cancellations:** Cancellation/transfer requests must be received and confirmed in writing by **Thursday, January 5, 2018** to be eligible for a refund. A $25.00 processing fee will be applied to all cancellations and/or transfers. Transfers must take place within the fiscal year. Refunds will be processed after the program. Substitutions are accepted and encouraged. We reserve the right to cancel the IEMO training. If the training is cancelled, registration fees will be refunded in full.

Confirmations will be e-mailed once paid registration is received. Please contact Heidi Hogarth at

(850) 222-9684 with any further registration questions. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

HOTEL INFORMATION

Embassy Suites by Hilton Orlando North

225 Shorecrest Drive

Altamonte Springs, FL 32701

Reservation Method: Personalized Online Link: <http://embassysuites.hilton.com/en/es/groups/personalized/M/MCOSPES-IEM-20180118/index.jhtml>

Phone-in to 800-445-8667; Ask for the Group Code: IEM or the Group Name: Institute for Elected Municipal Officials. Room Rate: **$112.00/night**. Self-parking is complimentary. A credit card is required to guarantee reservations, and cancellations must be made 24 hours prior to arrival to avoid a fee of one night’s charge. IEMO training begins Friday at 8:00 a.m. and ends Sunday at 3:00 p.m.

HOTEL CUT-OFF DATE: **Thursday, December 28, 2017**