

TMCCP ELECTION LAW SEMINAR

Thurs., Jan. 30–Fri., Jan. 31, 2020 (Optional Pre-Seminar Session: Jan. 29) • Embassy Suites Hotel, Frisco

Registration Form

(page 1 of 2—submit both pages)

The TMCCP Election Law Seminar begins Thursday, January 30, at 8:00 a.m., and ends Friday, January 31, at 11:15 a.m.

There is a separate optional Pre-Seminar “Step by Step: Conduct of an Election Session for Cities Who Hold Their Own Elections” on Wednesday, January 29.

Full information about the seminar is available on our website: municlerks.unt.edu

View the [Schedule of Events](#) on our website. Please plan ahead and estimate your preferred sessions in advance, with a back-up plan in case your preferred session is filled on the day of the event. To best accommodate our attendees, please note that there will be **no** seat-saving in the sessions, and sessions are available on a first-come, first-served basis. Many sessions are offered more than once. **Your seminar handouts will be emailed to you the week before the seminar; contact us if you do not receive them.**

[You are welcome to purchase your registration online instead of mailing this form.](#)

REGISTRANTS

CITY/ISD/ORGANIZATION
ADDRESS
CITY/STATE/ZIP
PHONE

NAME AND TITLE	EMAIL FOR REGISTRATION CONFIRMATION & HANDOUTS
<input type="checkbox"/> Election Law Seminar • January 30-31, 2020	
<input type="checkbox"/> Optional Pre-Seminar Session: Step by Step Conduct of an Election for Cities Who Hold Their Own Elections • January 29, 10:00 a.m.-3:00 p.m.	
<input type="checkbox"/> Optional Q&A Session • January 23, 3:15-4:30 p.m.	

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LIST ANY ADDITIONAL REGISTRANTS ON BACK OF PAGE

Please submit both page 1 and 2 when registering.

REGISTRATION OPTIONS

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	QUANTITY	FEE	TOTAL
REGISTRATION FEE FOR ELECTION LAW SEMINAR • Jan. 30-31, 2020			
Early Registration (postmarked BY Jan. 15, 2020)	1	\$295.00	
	2	\$570.00	\$ _____
	3	\$840.00	\$ _____
	4	\$1,120.00	\$ _____
Regular Registration (postmarked AFTER Jan. 15, 2020)	1	\$345.00	
	2	\$670.00	\$ _____
	3	\$990.00	\$ _____
	4	\$1,320.00	\$ _____
PRE-SEMINAR OPTION • Jan. 29, 2020			
10:00 a.m.–3:00 p.m., Jan. 29 Optional Pre-Seminar Session: “Step by Step: Conduct of an Election for Cities Who Hold Their Own Elections” (Fee includes box lunch and “Step by Step” Handbook)	_____	x \$150.00	\$ _____
3:15–4:30 p.m., Jan. 29 Optional “Step by Step” Q&A Session	_____	No charge for seminar attendees	
“Step by Step” Handbook*			
*(PLEASE NOTE: A handbook IS ALREADY INCLUDED with your registration fee if you are registered for the “Step by Step” Session.)	_____	x \$55.00	\$ _____
GUEST TICKETS for Thursday Luncheon			
(one luncheon ticket is included in each Election Law Seminar registration fee)	_____	x \$54.00	\$ _____
TOTAL			\$ _____

Anyone is welcome to register for this seminar. Registration payment may be made via **credit card, check, or money order.** The meals/refreshment provided with Election Law Seminar registration: Thursday luncheon; coffee services. Registration fee does not include lodging. **You will receive an email about your handouts for the seminar the week before the seminar. CONTACT US** if you have not received your handouts by the Friday before the seminar; you will need these handouts to get the most out of your seminar experience.

REGISTRATION METHOD OPTIONS

- **REGISTER ONLINE** by purchasing your registration in our [online store](#) instead of mailing this form.
- **MAIL** both of these completed pages with your check or money order to: TMCCP, 1155 Union Circle #305067, Denton, TX 76203-5017

REFUND POLICY

- **BEFORE JAN. 15, 2020:** If you are unable to attend the seminar, we encourage you to send a substitute. If you cannot send a substitute, a refund or transfer to a subsequent seminar (less a \$25 processing fee per person) will be honored if **written** cancellation is received by Wednesday, **January 15, 2020** (email municlerks@unt.edu). Please allow 2-4 weeks to process refunds.
- **AFTER JAN. 15, 2020: NO REFUNDS OR TRANSFERS WILL BE POSSIBLE AFTER JANUARY 15.**

WHEN TO EXPECT YOUR SEMINAR REGISTRATION CONFIRMATION

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| Mailing your registration & payment? | You will receive your confirmation email from us when we receive your mail. whitelist unt.edu so our email is not rejected as spam. | CONTACT US IF you do not receive your email confirmation within two weeks. |
| Purchasing your registration via our store ? | You will immediately receive an email confirmation from our store. whitelist z2systems.com so that this email is not rejected as spam. | CONTACT US IF you do not receive your email confirmation within 24 hours. |

PHOTO RELEASE. Texas Municipal Clerks Association, Inc., will take photos of attendees throughout the seminar. These photos are for TMCA, Inc., use only and may appear on the TMCA, Inc., website, newsletter, brochures, social media, or other future TMCA promotional material. By virtue of your attendance, you agree to usage of your likeness in such media. Thank you for your understanding and cooperation!