



## New Jersey State League of Municipalities

222 West State Street, Trenton, NJ 08608  
Phone (609) 365-3481 Fax (609) 695-0151  
Email [league@njslom.org](mailto:league@njslom.org) [www.njslom.org](http://www.njslom.org)

Michael Darcy, CAE, Executive Director

Michael F. Cerra, Assistant Executive Director

**August 1, 2017**

Dear Municipal Clerks:

RE: NJLM Annual Conference in Atlantic City November 14 – 16, 2017

NJLM annual conference Pre-registration begins August 1<sup>st</sup>, for paper registrations and online registrations. Enclosed you will find NJLM annual pre-registration form. The form and the online registration link are located on our website [www.njslom.org](http://www.njslom.org) click on the tab "Conference" scroll down and follow the links. Please distribute this letter and the enclosed form to all your municipal delegates/departments.

### **PRE-REGISTRATION MUNICIPAL/DELEGATES FEE \$55.00 PER REGISTRANT**

This includes employees or elected officials of a Municipality, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits. Pre-registration Ends October 1, 2017. **WE DO NOT ACCEPT FAXED OR EMAILED REGISTRATIONS.** All Paper registrations must be postmark no later October 1, 2017 after the date paper registrations will be returned unprocessed and you will be required to register onsite in the Atlantic City Convention Center, Tuesday, November 14, 2017 at 9:00 AM.

### **Municipal/Delegate spouse's badges are Complimentary**

Spouse's badges are not valid for CEU's. *Spouses who work* for a Municipality, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits must purchase a badge.



Onsite badge pickup at the Scan & Go stations. If you choose this option, each registrant will receive by email their own individual confirmation with bar code and information on how to scan and print their badge onsite.

### **Paper Registration Procedure:**

1. Complete the form in its entirety, return form with check or purchase order (if applicable). *Forms not completed in its entirety will be returned unprocessed.*
2. Within two (2) to three (3) days, you will receive a remittance invoice via email.
3. Print and submit the remittance invoice to your finance department to ensure payment, if payment was not sent with your paper registration form. Your finance department should complete the certification portion of the invoice and return a copy of the remittance invoice with a check and or purchase order for signature (if applicable) within five (5) days of the date on the invoice

### **Online Registration Procedure:**

1. To register online go to [www.njslom.org](http://www.njslom.org) click onto the tab "Conference" scroll down and follow the links to "Register Now".
2. After registering, you will immediately receive a remittance invoice via email.
3. Print and submit the online remittance invoice to your finance department to ensure payment. Your finance department should complete the certification portion of the invoice and return a copy of the remittance invoice with a check and or purchase order for signature (if applicable) within five (5) days of the date on the invoice.

Please do not duplicate registration orders by using the paper registration and an online registration. Please note there are **No Refunds** and **No Cancellations** after processing a paper registration, an online registration and or receiving a badge. A badge can be transferred to another, see badge substitution/transfer policy on the next page.

**Make checks payable to: NJLM** and mailed to attention: Bookkeeping, 222 West State Street, Trenton, NJ 08608

### **Badge Mailings:**

Pre-registration badge mailings will begin starting **October 25, 2017.**

### **CONFERENCE MOBILE APP!**

Starting October 4<sup>th</sup>, you can download the new official conference app. Access a fully searchable session schedule, interactive map of the exhibit floor, a thorough listing of exhibitors, and up-to-date event information. Do not miss important sessions, speakers or exhibits – create a personalized schedule before you arrive onsite to maximize your experience! Download day is October 5 at [www.njslom.org](http://www.njslom.org) click on tab conference and follow the links to “Download the App”.

### **ONSITE REGISTRATION**

Municipal officials may register onsite with cash, a check or purchase order. Please note onsite registration fees are higher than pre-registration fees. *We do not accept credit cards.*

**Onsite registration fees are as follows: Municipal/Delegate Fees: \$65.00 Spouse’s badges are Complimentary** (*for spouses who do not work for your organization*) Spouses who work for the Municipality, State, County, Local Government, Municipal Utilities/Authorities (including State Authorities) and Non-Profits must purchase a badge)

**The cut-off date for paper registrations and online registrations is October 1, 2017; paper registration with a postmark date of October 1, 2017 will be accepted.** All persons not pre-registered by that date must wait to register onsite in the Atlantic City Convention Center, Tuesday, November 14, 2017 at 9:00 AM.

### **BADGE SUBSTITUTION/TRANSFER POLICY**

There are NO REFUNDS and NO CANCELLATIONS. If an individual is unable to attend, he or she may give his or her badge to another person. The new person MUST bring the badge to the pre-registration counter at the Atlantic City Convention Center, 2<sup>nd</sup> floor where they may exchange a badge of the non-attendee for a new badge in their name.

**Please note** a badge substituted/transfer, will cause the non-attendee name to be Cancelled; no CEU’s will attach to this non-attendee. Therefore, do not give a badge to another person for the purposes of a substitution/transfer after the badge has been scanned at a session.

### **REFUNDS**

The League’s Executive Board has established a NO REFUND POLICY ON CANCELLED REGISTRATIONS. Upon completing a paper registration, an online registration, or receiving badges, there are NO REFUNDS.

### **EVENT POLICY**

If an NJLM event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds.

### **NJLM TICKETED FUNCTIONS – TICKET SALES BECOME AVAILABLE AUGUST 31<sup>st</sup>**

If you have any questions on the League ticketed functions: League Luncheon, the Mayor’s Box Luncheon or the Women in Government Event please call the League office at 609-695-3481 x113 or x119.

**Please note attendees who wish to attend the League ticketed functions must be registered for a conference badge. Ticketed function fees are separate from badge registration fees. Any questions on badge registration please call the League office at 609-695-3481 x113 or x119.**

NJLM meal function form will be available online for printing starting August 31<sup>st</sup>. Go to [www.njslom.org](http://www.njslom.org) click on the tab “conference” and follow the links to “NJLM Ticked Function Registration”.

### **HOUSING INFORMATION**

Go to [www.njslom.org](http://www.njslom.org) click on tab conference and follow the links to “Book Your Hotel”.

### **MUNICIPAL OFFICIALS ONLY**

Attend the Business Meeting on **Thursday, November 16, 2017**, 3:30 p.m., Pearl Ballroom, Second Level, Sheraton Convention Center Hotel, Atlantic City. Municipal Officials only can participate in the deliberation and adoption of Conference Resolutions, which sets our legislative priorities for the coming year. While the League constitution requires that the mayors or their official designees shall cast ballots, all municipal officials are encouraged to attend and participate in the deliberations.

**TRANSPORTATION**

The Annual League Conference will be held at the Atlantic City Convention Center (2001 Kirkman Boulevard). For the convenience of all delegates and exhibitors, the League has arranged for shuttle bus service to and from the Convention Center and hotels. If needed, a shuttle bus schedule can be obtained through the League office, or online at [www.njslom.org](http://www.njslom.org) Shuttle Bus transportation. Please contact the League office at 609-695-3481 x118 for a handicapped shuttle bus request.

**SPECIAL NEEDS**

If you require arrangements pursuant to the Americans with Disabilities Act within the Atlantic City Convention Center, please advise the League as soon as you receive this notice. If you require Sign Language interpreters or staff escorts, please contact the League as soon as possible. The convention center public meeting and facilities are equipped for assisted listening devices and wheelchairs. If you have any special needs, please call 609-695-3481 x118.

**SOCIAL MEDIA**

Follow the League on Twitter and Facebook throughout the conference week for updates and information!  
[#njleague](https://twitter.com/njleague) or [www.facebook.com/njleague](https://www.facebook.com/njleague)

If you have any questions regarding badge registrations or NJLM, ticketed functions, please contact Marie Johnson at [mjohnson@njslom.org](mailto:mjohnson@njslom.org), or Johnnifer Harris at [jharris@njslom.org](mailto:jharris@njslom.org) 609-695-3481 x113, 119 or visit [www.njslom.org](http://www.njslom.org) August 1 for badge registration, August 31 for NJLM ticketed functions.

Sincerely,



Michael J. Darcy, CAE  
Executive Director

MJD/mlj  
Enclosure



**102<sup>nd</sup> Annual League Conference**  
**Atlantic City Convention Center November 14-16, 2017**  
**Voucher Certification and Pre-Registration Form**

**PRE-REGISTRATION FEE: \$55.00**

**No Refunds, Cancellations, Faxes or Emails**

**Registrations Must Be Postmarked by October 1, 2017**

**Delegate/Municipal Registration Form Only**

(Employees or elected official of a Municipality, State, County, Local Governments, Municipal/State Utilities or Authorities and Non-Profits)

**BADGE(S) ONSITE PICKUP OPTION YES / NO:** \_\_\_\_\_ (If yes, ALL registrants must pick up badges onsite and each registrant will receive a separate confirmation with a personalized bar code including instructions on how to print their badge onsite. If no, ALL badges will be mailed to the key contact.)

**Billing - Key Contact Information**

Municipality or Organization: \_\_\_\_\_ (Twp/Boro/City) \_\_\_\_\_ (County)

Key Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 (CONFIRMATIONS WILL BE SENT TO KEY CONTACT. IF YOU ARE ATTENDING THE CONFERENCE, PLEASE REGISTER BELOW)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED

**ATTENDEE INFORMATION**

(Print or Type all required information below)

(Spouse badges are complimentary)

Pre-Registrants Names Guest, TBA, Etc. (Not Acceptable) (required field)	Title Guest, TBA, Etc. (Not Acceptable) (required field)	Email Address Individual's email required (required field)	Spouse (No Titles allowed) Guest, TBA, Etc. (Not Acceptable) Valid Example: "Bob Smith"
Jane Smith (No Abbreviations)	Business Administrator (No Abbreviations)	jsmith@yourmunicipality.com (Individual's email address)	CEU'S NOT VALID - A spouse who is a government official must register as a government official
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If More Room is Needed, See Other Side of this Form (This Form May be freely Reproduced) \_\_\_\_\_ Check If Additional Names on the Other Side

DATE FORM COMPLETED: \_\_\_\_\_

**CLAIMANTS' CERTIFICATION DECLARATION**

I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials/articles will be furnished or services rendered as stated herein and that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Date: **August 1, 2017**

Federal Identification: **21-6000935**

Michael J. Darcy., Executive Director:

\*NO REFUNDS/CANCELLATION ONCE ORDER IS PROCESSED/RECEIVED\* "If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."

PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED

**CERTIFICATION BY APPROVAL OFFICIAL**

**1. Registering with Purchase order/Voucher**

I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim.

Payment chargeable to **Account(s)**: \_\_\_\_\_ In House PO# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

CFO, Finance Director

**2. Registering with Enclosed Check #** \_\_\_\_\_ In The Amount of \$ \_\_\_\_\_

**MAKE ALL CHECKS PAYABLE TO:** NJLM, 222 West State Street, Trenton, NJ 08608

<b>NJLM USE (ONLY)</b> Date recv'd _____ Chk recv'd _____ <b>FOR DATA ENTRY PERSONNEL USE (ONLY)</b> Check, all that apply to confirm accuracy of this Order Registration Type: _____ Municipal Registering by: _____ Check _____ PO/Voucher _____ Amt
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Municipality or Organization: \_\_\_\_\_ (Twp/Boro/City) \_\_\_\_\_ (County)

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

**CONTINUE**

**ATTENDEE INFORMATION**

(Print or Type all required information below)

(Spouse badges are complimentary)

	<b>Pre-Registrants Names</b> Guest, TBA, Etc. <b>(Not Acceptable)</b> <i>(required field)</i>	<b>Title</b> Guest, TBA, Etc. <b>(Not Acceptable)</b> <i>(required field)</i>	<b>Email Address</b> Individual's email required <i>(required field)</i>	<b>Spouse</b> First & Last Name (No Titles allowed) Guest, TBA, Etc. <b>(Not Acceptable)</b> Valid Example: "Bob Smith"
	Jane Smith <i>(No Abbreviations)</i>	Business Administrator <i>(No Abbreviations)</i>	<a href="mailto:jsmith@yourmunicipality.com">jsmith@yourmunicipality.com</a> <i>(Individual's email address)</i>	CEU'S NOT VALID - A spouse who is a government official must register as a government official
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\_\_\_\_\_ Check if additional names on another page

**This form was approved by the Local Finance Board and meets the requirements for certification of performance of service (See Certification, On the Front of This Form).** Since the Local Finance Board has approved this form your purchase order/ voucher for separate signature is not required unless your municipality requires a signature. Please note, for tracking inquires on pre-registration(s) please insert in-house purchase order # where indicated within the certification section.

**Billing Address** *(If different from address on front of form)*

**Shipping Address** *(If shipping address different from billing enter below)*

Address: \_\_\_\_\_ *(required)*

Address: \_\_\_\_\_ *(required)*

Address Continue \_\_\_\_\_

Address Continue \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ *(required)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ *(required)*

\* PAPER REGISTRATIONS MUST BE POSTMARKED BY OCTOBER 1, 2017

\* WE DO NOT ACCEPT FAX OR EMAILED REGISTRATIONS – THEY WILL NOT BE ACKNOWLEDGED OR PROCESSED

\*NO REFUNDS OR CANCELLATIONS, YOU MAY TRANSFER A BADGE TO ANOTHER

\*THE TRANSFERRED BADGE MUST BE PRESENTED AT THE PRE-REGISTRATION COUNTER

"If an NJLM event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."

**\* IF REGISTERING ONLINE DO NOT USE THIS PAPER REGISTRATION**