



# You Won't Want to Miss the MML Fall Conference, October 10-12, 2018 The Westin Annapolis, MD

Every four years, MML continues the tradition of holding our annual fall conference in Annapolis to coincide with Maryland's November general election. This year's conference will be held at the Westin Annapolis, located just off West Street and convenient to downtown. While attending the fall conference, you'll have the opportunity to participate in workshops, meetings and networking events as you renew old friendships and meet new contacts. You can also be part of planning for the future of municipal government in Maryland by participating in Friday afternoon's annual business meeting when the membership will discuss and adopt the League's legislative agenda, as recommended by the MML Legislative Committee.

## Conference Workshops and Special Sessions

This year, you will have the opportunity to attend at least 14 different workshops, forums, and discussion sessions, including three Academy core classes and several elective classes. The Academy core classes at this year's conference are Municipal Budgeting, Conducting Effective Meetings, and Ethics. Academy elective workshops will address a variety of issues, all of which are relevant whether you represent a large city or a small town. Other tentatively scheduled workshop topics include, Stormwater and Climate Change Mitigation, Municipal 1st Amendment Issues, Resource Sharing and Other Collaborative Solutions, and PIO Skills for Non-PIOs.

On Thursday, choose between the Large City and Small Town Forums where you can meet and discuss issues pertinent to cities and towns large and small.

If you are new to your job, you'll want to attend the Orientation for Municipal Officials Thursday, October 11 in which you'll learn more about how MML can help you as you move forward in your role.

The MML Board of Directors, District Vice Presidents/Chapter Officers and Legislative Committee will meet Wednesday, October 10. The Maryland Mayors Association will hold its meeting on Thursday, October 11. Please refer to the preliminary agenda for specific times.

## Important Registration Information

You can register in two convenient ways:

- Online at [www.mdmunicipal.org/registration](http://www.mdmunicipal.org/registration). Online registration fees reflect a \$50 discount (or)
- By mail (does not qualify for online \$50 discount). Complete the registration form in this issue and mail it with payment to MML, 1212 West Street, Annapolis, MD 21401 **no later than September 28**.

***To protect your personal and credit card information, MML cannot accept registrations by fax.***

You can choose your registration package:

**Full registration includes entire conference:** workshops, forums, conference materials, refreshment breaks, one ticket for Wednesday welcome reception, Friday breakfast, general session/legislative issues presentation and Gubernatorial Candidates lunch. This does not include Thursday dinner or the Academy Graduate Class, which are both separate tickets to purchase.

**One-day registration includes:**

- **Wednesday:** conference materials, refreshment breaks, workshop, welcome reception
- **Thursday:** conference materials, refreshment breaks, boxed lunch, workshops, forums, Thursday cash bar reception
- **Friday:** conference materials, refreshment breaks, workshops, breakfast, general session/legislative issues presentation, Gubernatorial Candidates lunch

**Additional Options: are separate purchases in addition to registration fees. Use the registration form to add the following to your registration choice. Options include: \*\***

- **Additional Wednesday Welcome Reception Tickets (spouse/companion)**
- **Additional Thursday Boxed Lunch Tickets (spouse/companion)**
- **Thursday Dinner Tickets (everyone)**
- **Additional Friday Breakfast Tickets (spouse/companion)**
- **Additional Friday Lunch Tickets (spouse/companion)**
- **Academy Graduate Class (GRADUATES ONLY; limited to first 45 registrants; additional fee applies)**

**\*\*Options cannot be added on site because meal guarantees have already been given to the hotel and can't be changed.**



### Spouse/Companion Information

There is no registration fee for your spouse/companion to attend, but this registration type is restricted to persons who are:

- not municipal or public officials
- not affiliated with any exhibitor
- have no professional reason to attend
- accompany a paid full or daily registration

Spouse/companions must be registered **by October 3** and purchase meal tickets for any meals they wish to attend.



### Register Early. Save time and money!

- **On site registration fees will be significantly higher and do not include meals.**
- You are eligible for the **early registration discount** if you register by **Friday, September 14 (postmark).**
- Early registration fees and meal tickets will increase in price on September 15.
- **Pre-registration closes on Friday, September 28.** After September 28, you must register on site.
- No meal tickets will be sold on site during the conference.



## First Time Attendee Discount

If you are a Maryland municipal official who has never attended MML's Fall Conference, you are eligible for a special \$50 registration discount. The first-time discount is **only** valid during online registration and not for mail-in registrations.

Prior to beginning the online registration process, you must verify the registrant's first-time eligibility to get the discount code. Please contact MML Registrar Kevin Connors at 800-492-7121 or at [registration@mdmunicipal.org](mailto:registration@mdmunicipal.org) for verification and code.



## Registration Changes/Cancellations

**All registration changes and cancellations must be made in writing.** No telephone changes or cancellations will be accepted. You can submit registration changes or cancellations via e-mail to the conference registrar at [registration@mdmunicipal.org](mailto:registration@mdmunicipal.org). The cancellation fee is \$75; the cancellation deadline is October 3, after which no refunds will be issued.

Note: **On site registration does not include meals and is not eligible for discounts. No meal tickets are sold onsite.**

## Important Deadlines

Hotel Reservations.....September 13 by 5:00 pm  
Discounted Pre-registration.....September 14  
Pre-registration.....September 28  
Last Day for Cancellations/Changes....October 3

## Family Activities

Get ideas for things to do in Annapolis on the website [www.visitannapolis.org](http://www.visitannapolis.org)

**Don't miss this key Maryland Municipal League event. Mark your calendar and make your reservation now and don't miss the chance to have your voice heard!**

## Disabilities, Special Needs and Dietary Requirements Important Information

*If you have special needs — including dietary, please provide MML with any necessary accommodations.*

*Please let the hotel know when you make your reservation if you need special accommodations. ■*

The Fall Conference is the next step toward receiving the MML BannerCity/Town designation for your municipality!

# Fall Conference 2018 Preliminary Schedule

## Wednesday, October 10, 2018

|              |   |
|--------------|---|
| 11:00 – 3:00 | Academy Graduate Workshop<br>(Separate Registration/Academy Grads Only)** |
| Noon – 4:30  | Registration  |
| 1:00 – 3:00  | Workshop  |
| 1:30 – 3:00  | Board of Directors Meeting  |
| 3:30 – 4:30  | Legislative Committee Meeting   |
| 3:30 – 4:30  | DVP/Chapter Officers Meeting  |
| 5:00 – 6:00  | Welcome Reception   |

## Thursday, October 11, 2018

|              |  |
|--------------|--|
| 8:00 – 4:30  | Registration                                       |
| 8:00 – 5:00  | All Day Beverage Break                             |
| 9:00 – 10:00 | Orientation for Municipal Officials (OMO)          |
| 10:00 – Noon | Table Top Display Set-Up                           |
| 10:00 – Noon | Workshop – Legislative Hot Topics                  |
| 10:00 – Noon | Municipal Budgeting (Academy Core Class)           |
| Noon – 1:00  | Box Lunches Pick Up to Bring to Forums             |
| Noon – 4:30  | Table Top Displays                                 |
| 12:30 – 1:30 | Small Town Forum                                   |
| 12:30 – 1:30 | Large City Forum                                   |
| 1:30 – 2:30  | Visit Tabletop Exhibits/Refreshment Break          |
| 1:30 – 2:30  | Mayors Association Meeting                         |
| 2:30 – 4:30  | Conducting Effective Meetings (Academy Core Class) |
| 2:30 – 4:30  | Workshop – TBD                                     |
| 5:00 – 6:00  | Reception  |
| 6:00 – 8:00  | Dinner   |

## Friday, October 12, 2018

|               |  |
|---------------|--|
| 8:00 – Noon   | Visit Tabletop Displays                        |
| 8:00 – 4:30   | All Day Beverage Break                         |
| 8:00 – 3:30   | Registration                                   |
| 8:15 – 8:45   | Breakfast                                      |
| 8:45 – 10:00  | General Session/Legislative Issue Presentation |
| 10:30 – 11:15 | Workshop – TBD                                 |
| 10:30 – 11:15 | Workshop – TBD                                 |
| 11:45 – 1:30  | Lunch & Gubernatorial Candidates Forum         |
| 1:45 – 2:30   | Business Meeting and SMC Awards                |
| 2:30 – 3:30   | Refreshment Break                              |
| 3:00 – 4:30   | Workshop – TBD                                 |
| 3:00 – 4:45   | Ethics (Academy Core Class)                    |

**\*\* Check MML's website for updates! Academy electives will be noted on MML's website after these are confirmed.**

**\*\* Note Academy Graduate Workshop is limited to 45 attendees; first-come, first-served. Only Graduates of the Academy for Excellence in Local Governance can attend and an additional fee applies.**



# MML Fall Conference Registration Form • October 10-12, 2018

Please print or type; use a separate form for each person.

Name \_\_\_\_\_ Name on Badge (if different) \_\_\_\_\_

Title \_\_\_\_\_

Municipality/Agency/Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_ Spouse or Companion (if attending) \_\_\_\_\_

**Save \$50 on registration fees by registering on-line at [www.mdmunicipal.org/fallconference](http://www.mdmunicipal.org/fallconference)**

|  | Postmark by Sept. 14 | Sept. 15 - 28 | Amount |
|--|----------------------|---------------|--------|
| <b>FULL REGISTRATION PACKAGE</b>   |                      |               |        |
| <i>Includes registration for entire conference: workshops, forums, refreshment breaks and (1) ticket for Wednesday reception, Thursday boxed lunch, Friday breakfast and lunch. Does NOT include dinner or Academy Graduate Class** Spouse/Companion registrants must purchase meal tickets for all functions.</i> |                      |               |        |
| City/Town Official/Employee  | \$480                | \$525         | _____  |
| Other – Non-City/Town Official/Employee  | \$525                | \$570         | _____  |
| <b>1-DAY REGISTRATION</b>  |                      |               |        |
| <b>City/Town Official/Employee – Choose One:</b>   |                      |               |        |
| _____ Wednesday (includes workshop & reception)  | \$165                | \$210         | _____  |
| _____ Thursday (includes workshops, breaks, box lunch)   | \$340                | \$385         | _____  |
| _____ Friday (includes breakfast, workshops, breaks & lunch)   | \$395                | \$440         | _____  |
| <b>Other : Non-City/Town Official/Employee - Choose One:</b>   |                      |               |        |
| _____ Wednesday (includes workshop & reception)  | \$200                | \$230         | _____  |
| _____ Thursday (includes workshops, breaks, box lunch)   | \$370                | \$400         | _____  |
| _____ Friday (includes breakfast, workshops, breaks & lunch)   | \$435                | \$465         | _____  |
| <b>**THURSDAY NIGHT DINNER TICKET(S) – NOT INCLUDED IN DAILY OR FULL REGISTRATION</b>  |                      |               |        |
| Number of tickets _____  | \$72                 | \$75          | _____  |
| <b>OPTIONAL ITEMS:</b>   |                      |               |        |
| <b>ADDITIONAL WEDNESDAY NIGHT RECEPTION TICKET(S)</b>  |                      |               |        |
| Number of tickets _____  | \$55                 | \$60          | _____  |
| <b>ADDITIONAL THURSDAY BOXED LUNCH TICKET(S)</b>   |                      |               |        |
| Number of tickets _____  | \$28                 | \$31          | _____  |
| <b>ADDITIONAL FRIDAY BREAKFAST TICKET(S)</b>   |                      |               |        |
| Number of tickets _____  | \$30                 | \$35          | _____  |
| <b>ADDITIONAL FRIDAY LUNCH TICKET(S)</b>   |                      |               |        |
| Number of tickets _____  | \$46                 | \$50          | _____  |
| <b>**ACADEMY GRADUATE TRAINING (Wednesday) – GRADUATES ONLY!</b>   |                      |               |        |
| _____ Conference Registrant  | \$50                 | \$65          | _____  |
| _____ Non-Registrant (Graduation Class Attendee Only)  | \$85                 | \$100         | _____  |
| <b>TOTAL:</b>  |                      |               | _____  |


**Method of Payment:**  Check enclosed payable to Maryland Municipal League  MasterCard/Visa/Discover/ AmEx

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

Print Name as it Appears on Card \_\_\_\_\_ 3 digit code \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

Card Holder's Telephone Number ( ) \_\_\_\_\_

|   |  |  |
|---|--|--|
|  | If you have special needs, including dietary, please attach a separate sheet describing your requirements. | Effective September 28, higher on-site registration fees will apply. |
|---|--|--|

**Return to: Maryland Municipal League, 1212 West Street, Annapolis, MD 21401. No faxes.**  
**Changes & cancellation deadline (for refunds) October 3, 2018. Cancellation fee \$75.00. After October 3, 2018 no money will be refunded.**



## 2018 MML Fall Conference Hotel Information

### The Westin Annapolis

100 Westgate Circle, Annapolis, MD 21401

Your guest room at the Westin Annapolis Hotel features the renowned "Heavenly Bed®" and new "Heavenly Bath®", complimentary WiFi, hair dryer, and coffeemaker. The hotel also offers an indoor pool, exercise facility, business center and welcomes pets (with fee). The hotel is a non-smoking facility. The hotel's website for more information is <http://www.westinannapolis.com>.

You'll get special reduced valet parking rates as an MML fall conference participant of \$24 overnight or \$10 daily. Just identify yourself with the MML to the valet. You can also self-park at the Park Place city-owned garage attached to the hotel overnight for \$20 or \$10 for the day.

Your special reduced room rate as an MML conference attendee is \$199 per night plus 6% state sales tax and 7% local hotel occupancy tax – single, double, triple or quad occupancy. You must specify that you are with the Maryland Municipal League fall conference for this rate.

**Check-in after 3 pm.**

**Check-out before 12 noon**

Reservations should be made by telephone by calling 1-800-937-8461 and request the Maryland Municipal League 2018 Fall Conference rates. You can also use the special MML booking link by clicking on the MML website - Fall Conference hotel information. When making your reservation, you must use a credit card to guarantee your room or the hotel may cancel it. *The hotel will honor a state sales tax exemption for which a guest qualifies, provided that proper documentation required by the applicable jurisdiction is provided in a timely fashion to substantiate said exemption. All attendees must pay the 7% hotel occupancy tax.*

If you need to cancel or change your room reservation, it must be done 48 hours prior to your arrival date and by 6 pm to avoid incurring a penalty. Please be aware that there is an early check-out fee of \$199 if you leave before your departure date.

**The deadline for hotel reservations is 5 pm on Thursday, September 13.** After this date reservations will be accepted based on availability and MML's discounted rates may not apply.

The City of Annapolis offers a complimentary shuttle called the Circulator. It starts and stops at the Westin and runs every 20 minutes. Hours are: Monday - Saturday: 7:30 am - 11pm and Sunday: 8am - 8pm.

# Academy for Excellence in Local Governance



The Academy for Excellence in Local Governance is a voluntary certificate training program designed to help local government officials, especially newly elected officials, meet the challenges of their roles. Municipal participants are required to successfully complete nine core and five electives to earn certification from the University of Maryland.

The Academy is designed as a two-year program; however, participants may complete the requirements sooner than expected, or may use an additional third year to complete program requirements. Payment of a one-time \$250 registration fee is required to participate in the Academy. Those who are new to the Academy can register on-site at MML's conference at the Academy for Excellence in Local Governance table, where current Academy Fellows can also obtain updated transcript information.

Three core and several elective Academy topics will be included among MML's 2018 Fall Conference workshop choices. **Please note that only the Academy core topics are recurring topics with specific and required content.** The Academy extends **elective** credit to classes held at MML's summer conference, fall conference, and other training venues that meet Academy elective criteria. Topics given an Academy **elective** designation change each year and are designed for **all** conference registrants, including those who are Academy graduates. Please refer to the Preliminary Program on page 14 to see which workshops have the Academy Core designation.

The Maryland Municipal League is a founding member of the Academy. The program is administered by the University of Maryland's School of Public Policy. If you need additional information or a copy of your transcript, please contact Aisha Washington, Academy Registrar, at (301) 314-2641 or [awashin1@umd.edu](mailto:awashin1@umd.edu).

**Please note that the Academy Graduate Class on Wednesday October 10 is for Academy Graduates ONLY. Attendance is limited to the first 45 registrants.**



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[CITYSUMMIT.NLC.ORG/SML](http://CITYSUMMIT.NLC.ORG/SML)

