Don’t Miss the 2019 MML Fall Conference
October 13-15, 2019
Cambridge, MD

The last time MML’s annual fall conference was held in Cambridge at the Hyatt Chesapeake was 2015. If you were there, you’ll definitely want to go back. If you missed it then, you won’t want to miss it this time.

At this enchanting venue, you will be an important part of planning for the future of municipal government in Maryland as you participate in Tuesday’s annual business meeting. You won’t want to miss your opportunity to be there when the membership discusses and adopts the League’s legislative agenda, as recommended by the MML Legislative Committee.

The MML fall conference gives you the opportunity to participate in workshops, meetings and networking in this focused and intimate event. Come to Cambridge and renew old friendships and make new connections.

Fall Conference
Tabletops and Sponsorships are now OPEN and GOING FAST!
For more information and to sign up, call Kevin Connors at MML (410) 295-9100
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. Academy elective workshops will address a variety of issues, all of which are relevant whether you represent a large city or a small town. On Monday, 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 Monday, October 14 where 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 Sunday, October 13. The Maryland Mayors Association will hold its meeting on Monday, October 14. 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. 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 27.

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

You can choose your registration package:

Full registration includes: workshops, forums, conference materials, refreshment breaks, boxed lunch, Monday reception, Tuesday breakfast, general session/legislative issues presentation and the Tuesday lunch.

One-day registration includes:

- **Monday**: conference materials, refreshment breaks, workshops, forums, boxed lunch, Monday Welcome Reception
- **Tuesday**: conference materials, refreshment breaks, workshops, breakfast, general session/legislative issues presentation, luncheon

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

- Monday Boxed Lunch Tickets (spouse/companion)
- Monday Welcome Reception Tickets (spouse/companion)
- **Monday Dinner Tickets – NOT INCLUDED IN REGISTRATION – must be purchased as an extra option to attend**!
- Additional Tuesday Breakfast Tickets (spouse/companion).
- Additional Tuesday Lunch Tickets (spouse/companion)
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

Spouse/companions must be registered by October 4 to purchase meal tickets for any meals they wish to attend.

**Options cannot be added on site because meal guarantees have already been given to the hotel and can’t be changed.** No meal tickets will be sold on site during the conference.

You are eligible for the **early registration discount** if you register by Friday, September 13 (postmark).

Registration fees and meal tickets will increase in price on September 14.

**Pre-registration closes on Friday, September 27.** After September 27, you must register on site.

**First Time Attendee Discount**

If you are a Maryland municipal official who has never been to 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 and get the discount code. Please contact the MML Registrar at 800-492-7121 or at 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. The cancellation fee is $75; the cancellation deadline is October 4, after which no refunds will be issued.

NOTE: HIGHER ONSITE REGISTRATION FEES APPLY AFTER SEPTEMBER 27

Onsite Note: Onsite registrations do not include meals and are not eligible for discounts. No meal tickets are sold onsite.

IMPORTANT DEADLINES

- Hotel Reservations September 20 by Midnight
- Discounted Pre-registration September 14
- Pre-registration September 27
- Registration Changes/Cancellations – October 4

FAMILY ACTIVITIES


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 food 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 Banner City/Town designation for your municipality

Fall Conference tabletops and sponsorships are now open and going fast! For more information and to sign up, call Kevin Connors at MML (410) 295-9100

MML’s special negotiated room rate is $144 single/double plus 6% state, 5% county and 2.5% local taxes (for run of house). The MML rates can be used for two days before and after the Fall Conference to extend your stay. You can pay to upgrade to guarantee a balcony or water view. MML also has a reduced daily resort fee of $10 (versus $25) which includes complimentary parking, internet, in-room safe, coffee and two bottled waters daily and mini-golf, tennis and other recreational activities and equipment (not golf or spa).

**The deadline for reservations is Friday, September 20!**

After that, reservations will be accepted based on availability and MML’s discounted rates may not apply. The link will no longer be available, so please call the hotel directly with any changes or new reservations.

To make your reservations, click on the special dedicated MML Reservation Link: https://www.hyatt.com/en-US/group-booking/CHESA/G-MMGU. Follow the instructions to reserve your room. If you need additional assistance, please contact us at 877-803-7534 or click here to find contact information by Region.

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 if a municipal guest qualifies, provide that proper documentation required by the applicable jurisdiction is provided in a timely fashion to substantiate the exemption. All attendees must pay the 5% hotel occupancy and local taxes. Total tax is 13.5% if you are not tax exempt from the state tax.

If you must cancel your reservation, do so no less than 72 hours before your arrival date and no later than 6 pm to avoid being charged a penalty. Please also be aware that there is an early check-out fee of one night’s room and tax.

Hotel Check-in time: 4 pm

Hotel Check-out time: 11 am
# FALL CONFERENCE 2019 PRELIMINARY SCHEDULE

## Sunday, October 13, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 PM – 4:30 PM</td>
<td>Registration</td>
</tr>
<tr>
<td>11 AM – 3:30 PM</td>
<td>Academy Graduate Workshop (separate registration for Academy Grads Only)**</td>
</tr>
<tr>
<td>2 – 3 PM</td>
<td>DVP/Chapter Officers Meeting</td>
</tr>
<tr>
<td>3:30 – 4:30 PM</td>
<td>Board of Directors Meeting</td>
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<tr>
<td>5 – 6 PM</td>
<td>Leadership Reception</td>
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</tbody>
</table>

## Monday, October 14, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 AM – 4:30 PM</td>
<td>Registration</td>
</tr>
<tr>
<td>8 – 9:45 AM</td>
<td>Tabletop Display Set-Up</td>
</tr>
<tr>
<td>8 AM – 5 PM</td>
<td>All Day Beverage Break</td>
</tr>
<tr>
<td>7:45 – 8:30 AM</td>
<td>Continental Breakfast Buffet</td>
</tr>
<tr>
<td>8:30 – 9:45 AM</td>
<td>Opening General Session/Legislative Hot Topics</td>
</tr>
<tr>
<td>9:45 – 10:15 AM</td>
<td>Refreshment Break/Visit Tabletops</td>
</tr>
<tr>
<td>9:45 AM – 4:30 PM</td>
<td>Tabletop Displays Open</td>
</tr>
<tr>
<td>10 – 11 AM</td>
<td>Orientation for Municipal Officials (OMO)</td>
</tr>
<tr>
<td>10 – 11 AM</td>
<td>Legislative Committee Meeting</td>
</tr>
<tr>
<td>11 – Noon</td>
<td>Workshop</td>
</tr>
<tr>
<td>11:30 – Noon</td>
<td>SNAP Learning</td>
</tr>
<tr>
<td>Noon – 1:00 PM</td>
<td>Box Lunches for Attendee Pickup &amp; Bring to Forums</td>
</tr>
<tr>
<td>12:15 – 1:15 PM</td>
<td>Small Town Forum</td>
</tr>
<tr>
<td>12:15 – 1:15 PM</td>
<td>Large City Forum</td>
</tr>
<tr>
<td>1:30 – 2:30 PM</td>
<td>Visit Tabletop Exhibits/Refreshment Break</td>
</tr>
<tr>
<td>1:30 – 3 PM</td>
<td>Mayors Association Meeting</td>
</tr>
<tr>
<td>2 – 3 PM</td>
<td>Workshop</td>
</tr>
<tr>
<td>3:30 – 4:30 PM</td>
<td>Workshop</td>
</tr>
<tr>
<td>2:30 – 4:30 PM</td>
<td>Workshop – Academy Core Class: Structure of Government</td>
</tr>
<tr>
<td>5 – 6 PM</td>
<td>Welcome Reception Sponsored by the City of Cambridge</td>
</tr>
<tr>
<td>6 – 8 PM</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

## Tuesday, October 15, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 – 11 AM</td>
<td>Tabletop Displays Open</td>
</tr>
<tr>
<td>8 – 4:30 PM</td>
<td>All Day Beverage Break</td>
</tr>
<tr>
<td>8 – 3:30 PM</td>
<td>Registration</td>
</tr>
<tr>
<td>8:15 – 8:45 AM</td>
<td>Breakfast Buffet Breakfast</td>
</tr>
<tr>
<td>8:45 – 10:00 AM</td>
<td>Business Meeting/Legislative Priorities Adoption &amp; SMC Awards</td>
</tr>
<tr>
<td>10 – 10:30 AM</td>
<td>Break to Visit Tabletop Exhibits</td>
</tr>
<tr>
<td>10 – 11:45 AM</td>
<td>Workshop -- Academy Core Class: Open Meetings</td>
</tr>
<tr>
<td>10:30 – 11:30 AM</td>
<td>Workshop</td>
</tr>
<tr>
<td>Noon – 1:00 PM</td>
<td>Lunch &amp; Speaker Presentation</td>
</tr>
<tr>
<td>1:15 – 3 PM</td>
<td>Workshop</td>
</tr>
<tr>
<td>1:15 – 3:15 PM</td>
<td>Workshop – Academy Core Class: Basics of Risk Management</td>
</tr>
</tbody>
</table>
MML Fall Conference Registration Form  •  October 13-15, 2019

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

FULL REGISTRATION PACKAGE
Includes registration for entire conference: workshops, forums, refreshment breaks and includes (1) ticket for Monday boxed lunch, Monday Reception, Tuesday breakfast and lunch. Does NOT include dinner or Academy Graduate Class** Spouse/Companion registrants must purchase meal tickets for all functions.

Postmark by Sept. 13  Sept. 14 - 27  Amount

City/Town Official/Employee $480 $525 $____________

Other – Non-City/Town Official/Employee $525 $570 $____________

1-DAY.REGISTRATION
City/Town Official/Employee – Choose One:

_____Monday (includes workshops, breaks, box lunch & reception) $340 $385 $____________

_____Tuesday (includes breakfast, workshops, breaks & lunch) $395 $440 $____________

Other: Non-City/Town Official/Employee - Choose One:

_____Monday (includes workshops, breaks, box lunch & reception) $370 $400 $____________

_____Tuesday (includes breakfast, workshops, breaks & lunch) $435 $465 $____________

**MONDAY NIGHT DINNER TICKET(S) – NOT INCLUDED IN DAILY OR FULL REGISTRATION

Number of tickets ______ $72 $75 $____________

OPTIONAL ITEMS:

ADDITIONAL MONDAY BOXED LUNCH TICKET(S)
Number of tickets ______ $28 $31 $____________

ADDITIONAL MONDAY NIGHT RECEPTION TICKET(S)
Number of tickets ______ $55 $60 $____________

ADDITIONAL TUESDAY BREAKFAST TICKET(S)
Number of tickets ______ $30 $35 $____________

ADDITIONAL TUESDAY LUNCH TICKET(S)
Number of tickets ______ $46 $50 $____________

**ACADEMY GRADUATE TRAINING (Wednesday) – GRADUATES ONLY!

_____ Conference Registrant $50 $65 $____________

_____ Non-Registrant (Graduation Class Attendee Only) $85 $100 $____________

TOTAL: $____________

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 4, 2019. Cancellation fee $75.00. After October 4, 2019 no money will be refunded.
Greetings from the Mayor and City Commissioners of Cambridge, MD

By Victoria Jackson-Stanley, Mayor

The City of Cambridge will have a memorable experience planned for you this October when we have the privilege of hosting the 2019 MML Fall Conference.

Cambridge is steeped in rich tradition and you will find us to be a gracious host. Walk along our brick-lined street replete with breathtaking architecture, visit the homes and neighborhoods of past Governors and historic figures such as Annie Oakley. Take some time to travel down to the “world renowned” Visitors Center at the Harriet Tubman National Byway or simply meander over and take in the beauty of the Blackwater National Wildlife Refuge to experience a nature lover’s paradise.

While staying at the Hyatt Regency Chesapeake Bay, you will be pampered with a wide variety of amenities such as a state-of-the-art European health spa, an 18-hole championship golf course, Olympic-size indoor heated pool, wildlife observation opportunities, 150-slip marina, 42,000 square feet of meeting and event space as well as a full-time business center along with ample restaurants and lounges.

Located on the banks of the beautiful Choptank River, Cambridge has historic streetscapes, friendly neighborhoods, unique downtown shopping, boutique restaurants and lounges, boat and marina facilities including a full-size replica of a lighthouse, and 10 city parks.

Our waterfront views in this renaissance city will astound you, the heritage and history of Cambridge will delight you and our wonderful people will enchant you.

Take Care Until We Meet in October.

Victoria Jackson-Stanley, Mayor, The City of Cambridge