

# Conference Registration and Housing

Use the Conference Registration Form in this Program or online to register for the Conference in Minneapolis and refer to the IIMC website to reserve your Hotel room for the 2023 IIMC Annual Conference.

Payment and registration form must be received by **Wednesday, March 15, 2023** to receive the Early Bird Fee. You can either FAX (909/944-8545) or mail your Conference Registration Form with your payment to IIMC Headquarters. You can also complete it online at [www.iimc.com](http://www.iimc.com). IIMC will not accept telephone registrations. In this Program, you'll find:

1) An IIMC Conference Registration Form to be completed and returned to IIMC Headquarters with payment. IIMC will confirm your Conference registration by email. NOTE: IIMC Members are not eligible for guest registration fees.

**Registration forms will not be accepted without payment.**

2) Housing Information on back cover. Delegates must make their own reservation by contacting the Hotel (SEE BACK COVER FOR MORE INFORMATION). DO NOT SEND YOUR HOUSING RESERVATION TO IIMC HEADQUARTERS.

The Registration Package fee for IIMC Members, Associate Members, Retired Members and Non-Members includes:

- Opening Reception
- Opening Ceremony
- Grab & Go Breakfast
- Concurrent Education Sessions/Workshops
- Admission to Exhibit Hall
- General Sessions
- TWO Luncheons
- All-Conference Event
- IIMC Annual Business Meeting Breakfast
- Annual Banquet
- Conference Program
- Refreshment Breaks
- Conference Bag
- Access to Private Facebook Group
- Personal Profile in Smartphone App
- Conference Education Transcript

**The GUEST Registration Package includes:**

- Opening Reception
- Opening Ceremony
- Grab & Go Breakfast
- Admission to Exhibit Hall
- General Sessions
- TWO Luncheons
- All-Conference Event
- IIMC Annual Business Meeting Breakfast
- Annual Banquet
- Conference Program
- Refreshment Breaks

**NOTE: GUEST STATUS DOES NOT APPLY TO IIMC MEMBERS**

**Registration:** The IIMC Conference Registration and Cashier's Office will be at the Hyatt Regency Hotel. Registrants may check in beginning **Saturday, May 13 from 7 a.m. to 5 p.m. and Sunday, May 14 from 7 a.m. to 5 p.m.** The IIMC Office, Cashier and Registration area will remain open throughout the week.

## CONFERENCE CANCELLATIONS/ REIMBURSEMENTS/REFUNDS

(1) All requests for cancellations must be made in writing to IIMC Headquarters by mail, email (Janis@iimc.com), or fax (909/944-8545). Telephone cancellations will not be accepted. Cancellations received postmarked on or after **Friday, April 28, 2023 or emailed on or after Friday, April 28, 2023** are non-refundable.

If written notice is received by **Monday, March 27, 2023** regardless of what is cancelled (Academy, Conference Registration or all), a full refund minus a \$40.00US handling and processing charge will be issued. If written notice is received between **Monday, March 27 and Friday, April 28, 2023**, 75% of the fee will be refunded. No refunds will be made after **Friday, April 28, 2023**. Refunds are not available at the Conference.

Refunds will not be issued for late arrival or early departure. No refunds will be issued for skipped events. Registrants who do not attend the conference and did not cancel by the deadline, forfeit all registration fees paid, unless the inability to attend was due to verifiable personal or family medical emergency. In this instance, the postmarked deadline to receive the documented written request for a refund less \$40.00US is **Monday, March 27, 2023**. Regrettably, no considerations will be made after this date.

IIMC Headquarters will process any refunds due within 30 days after the end of the Conference.

Any IIMC member canceling membership within 60 days of the conference and desiring to attend shall pay the non-member registration fee.

IIMC is a non-profit Organization that relies on the financial support of its members through their annual dues and conference registration fees to provide year-long services to the membership. IIMC Annual Conferences are the Organization's largest source of revenue outside of membership dues. In the event that it is necessary to cancel a conference registration it is important to note that IIMC incurs numerous contractual obligations long before the opening ceremonies and as such is financially committed to expenditures that may not be refundable to the Organization. Should it be necessary to cancel the annual conference, every effort will be made to return registration fees to our attendees. However, it is vital to understand that the contractual commitments to third parties may make it impossible for the Organization to refund 100% of the registration fee. IIMC may limit the refund available to registrants. Therefore, the amount of a refund (if any) will be determined by IIMC at its sole discretion.

## HOUSING INFORMATION

Delegates must make their own housing reservation. Housing cancellation information go to <https://www.iimc.com/478/Housing-Planning-and-Logistics>

Conference housing rates will be honored on a first-come, first-served and availability basis.

**SALES TAX --** The current hotel occupancy tax rate in Minneapolis, MN is 13% (subject to change). All room reservations are to be guaranteed with a credit card.

If you have any special needs (physical challenges, dietary, etc.), please contact Janis Daudt, Member Services Director at [Janis@iimc.com](mailto:Janis@iimc.com) or by calling 909/944-4162.

### Track 1 IIMC's 77th Annual Conference

Date	Session	Time
Monday, May 15, 2023	4 Unspoken Communication Secrets Every Municipal Clerk Needs to Know	3:30pm-4:30pm
Tuesday, May 16, 2023		10:45am-12:00pm
<b>SOLD OUT</b>		
Wednesday, May 17, 2023	Right-sizing the Clerk's Office in a Growing Municipality	8:15pm-9:00pm
Wednesday, May 17, 2023	MC Connect	4:15pm-5:30pm

### Track 2 IIMC's 77th Annual Conference

Date	Session	Time
Monday, May 15, 2023	Local Leadership: How Do You Practice It In Everyday Responsibilities?	3:30pm-4:30pm
Tuesday, May 16, 2023		10:45am-12:00pm
<b>SOLD OUT</b>		
Wednesday, May 17, 2023	Education From Local to Global, or Unintentional	8:15pm-9:00pm
Wednesday, May 17, 2023	MC Connect	4:15pm-5:30pm

### Track 3 IIMC's 77th Annual Conference

Date	Session	Time
Monday, May 15, 2023	Election Security in Times of disturbance	3:15pm-4:45pm
Tuesday, May 16, 2023	The Evolving Field of Election Administration: New Challenges and Best Practices	10:45am-12:00pm
Tuesday, May 16, 2023	How to Master the Whiners and Make them Winners	1:45pm-3:15pm
Tuesday, May 16, 2023	Digital Government: Bringing your Municipality into the 21st century	3:30pm-5:00pm
Wednesday, May 17, 2023	Retire, Let's Refire	10:15am-11:30am
Wednesday, May 17, 2023	Civility CPR	1:15pm-2:30pm
Wednesday, May 17, 2023	4 Unspoken Communication Secrets Every Municipal Clerk Needs to Know	2:45pm-4:00pm
Wednesday, May 17, 2023	MC Connect	4:15pm-5:30pm

### Track 4 IIMC's 77th Annual Conference

Date	Session	Time
Monday, May 15, 2023	Retire, Let's Refire	3:15pm-4:45pm
Tuesday, May 16, 2023	Right-sizing the Clerk's Office in a Growing Municipality	10:45am-12:00pm
Tuesday, May 16, 2023	Civility CPR	1:45pm-3:15pm
Tuesday, May 16, 2023	The Evolving Field of Election Administration: New Challenges and Best Practices	3:30pm-5:00pm
Wednesday, May 17, 2023	How to Master the Whiners and Make them Winners	10:15am-11:30am
Wednesday, May 17, 2023	Digital Government: Bringing Your Municipality into the 21st Century	1:15pm-2:30pm
Wednesday, May 17, 2023	Election Security in Times of Disturbance	2:45pm-4:00pm
Wednesday, May 17, 2023	MC Connect	4:15pm-5:30pm

### Track 5 IIMC's 77th Annual Conference

Date	Session	Time
Monday, May 15, 2023	Digital Government: Bringing Your Municipality into the 21st Century	3:15pm-4:45pm
Tuesday, May 16, 2023	Election Security in Times of Disturbance	10:45am-12:00pm
Tuesday, May 16, 2023	4 Unspoken Communication Secrets Every Municipal Clerk Needs to Know	1:45pm-3:15pm
Tuesday, May 16, 2023	Right Sizing the Clerk's Office in a Growing Municipality	3:30pm-5:00pm
Wednesday, May 17, 2023	Retire, Let's Refire	10:15am-11:30am
Wednesday, May 17, 2023	The Evolving Field of Election Administration: New Challenges and Best Practices	1:15pm-2:30pm
Wednesday, May 17, 2023	How to master the Whiners and Make them Winners	2:45pm-4:00pm
Wednesday, May 17, 2023	MC Connect	4:15pm-5:30pm

# IIMC Registration Form • Delegate Information

## Check Payments ONLY

Print or type all information

First Name \_\_\_\_\_ Full Last/Surname \_\_\_\_\_ CMC \_\_\_\_\_ MMC \_\_\_\_\_

First IIMC Conference Y N Cell Phone ( ) \_\_\_\_\_

First Name or Nickname to appear on badge \_\_\_\_\_ Job Title/Position \_\_\_\_\_

Municipality \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Please check box if you need special assistance (physically challenged, etc.)  Type of Assistance \_\_\_\_\_

Discount Program (circle all discounts that apply) Deduct discounts on this form prior to total before submitting payment to IIMC. Discounts only apply to full week registrations.

- First Timer Yes No \$50.00 Multiple Attendees – Same Municipality Yes No
- Region VI Member Yes No \$50.00 Second Multi Attendee Name \_\_\_\_\_

**GUEST INFORMATION (IIMC Members Cannot Register As Guests)**

Name \_\_\_\_\_ First name to appear on badge \_\_\_\_\_

Municipality \_\_\_\_\_ State/Province \_\_\_\_\_ Country \_\_\_\_\_

**REGISTRATION FEES IN U.S. DOLLARS**

**Please Select Your Education Program - (circle your selection) Track 3, 4 or 5**

	On or Before 3/15/23 (Early Bird)	On or After 3/16/23	TOTAL
DELEGATE PACKAGE (Payment must be received by 3/15/21 - Early Bird)			
IIMC Member/Associate	\$625.00	\$675.00	\$ _____
IIMC Retired Member	\$195.00	\$245.00	\$ _____
Multi Attendee - Same Municipality	\$485.00	\$535.00	\$ _____
IIMC Region X (Canada) <i>No Other Discounts Apply</i>	\$460.00	\$510.00	\$ _____
IIMC Region XI (Outside North America) <i>No Other Discounts Apply</i>	\$395.00	\$445.00	\$ _____
Non-Member	\$840.00	\$890.00	\$ _____
Guest Package	\$265.00	\$315.00	\$ _____
<b>OPTIONAL ACTIVITIES (All costs in U.S. Dollars)</b>			
<b>Saturday, May 13 - Athenian Dialogues</b>			
• <i>Quiet Voice, Fearless Leader</i> by Terrance Daryl Lee	\$110.00		\$ _____
• <i>Mavericks: How Bald</i> by David Gile Lewis, Jules Goddard, & Tamryn Batcheller-Adams	\$110.00		\$ _____
<b>Saturday, May 13 - Academy Seminars</b>			
• <i>Become a Superhero Clerk: Let an Improv Actor Invigorate Your Team</i> – AM			
• <i>Emotional Intelligence for Municipal Clerks &amp; Treasurers</i> – AM	\$159.00		\$ _____
• <i>Would the Chaos Please Come to Order?</i> with Susan Frost - PM	\$159.00		\$ _____
• <i>Ethics in Public Service</i> with Eric Robinson – PM	\$159.00		\$ _____
<b>Sunday, May 14 - Athenian Dialogue</b>			
• <i>You're Kind of a Big Deal: Level Up</i> by Unlocking your Audacity by Erin King	\$110.00		\$ _____
• <i>Creating Magic: 10 Common Sense Leadership Strategies from a Life at Disney</i> by Lee Cockerell	\$110.00		\$ _____
<b>Sunday, May 14 - Academy Seminars</b>			
• <i>Lois and Clerk - How Delegates Slay the Villain of Stagnant Workplace Cultures</i> – AM	\$159.00		\$ _____
• Myers-Briggs Type Indicator: Interpreting Your Personality with Neil Ihde – AM	\$159.00		\$ _____
• <i>Get a Seat at the Table</i> with Rex Osborn – PM	\$159.00		\$ _____
• <i>A Time to Renew</i> with Haydee Antezana - PM	\$159.00		\$ _____
<b>IIMC Foundation T-Shirt</b>	S    M    L    XL    XXL	\$25.00	\$ _____

Submit Registration Form with payment by check/money order/credit card (in U.S. funds) by above dates.

Payment must accompany registration form. Do not mail and FAX same registration form.

CHECK ENCLOSED PAYABLE TO IIMC

**Apply All Discounts** \$ \_\_\_\_\_

**Emergency Contact (Someone not at conference)**

**TOTAL** \$ \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I acknowledge that I have read [IIMC Cancellation Policy](#) & [2023 Conference Policies](#)

Members's Signature \_\_\_\_\_

Mail to IIMC, 8331 Utica Avenue, Suite 200, Rancho Cucamonga, CA 91730 postmarked by **Wednesday, April 26, 2023**.

If you miss this deadline, please bring this Form and payment with you to the IIMC Conference Registration Desk at the Hyatt Regency Minneapolis Hotel.