

**2011 Annual Meeting and
Educational Expo**
April 30th – May 2nd
Savannah Civic Center
Savannah/Chatham County



ACCG's 2011 Annual Meeting brings exciting changes!

A new look...

A new schedule ...

A new approach ...

But it will still offer outstanding educational opportunities
and a chance to meet your colleagues from across the state!

You'll find a tentative agenda at the end of this information!

Several Registration Options Are Available!

Your Best Registration Value!

Training/Standard of Excellence Conference Registration Package \$475 includes a training class on April 30 and the split class on May 1-May 2 or all Standard of Excellence sessions throughout the meeting. All meeting materials and banquet events including the Standard of Excellence breakfast on May 2 and the May 2 dinner and entertainment are also included in this registration package.

Training Conference Registration Package \$400 includes a training class on April 30 or all Standard of Excellence sessions throughout the meeting. All meeting materials and banquet events including the Standard of Excellence breakfast on May 2 and the May 2 dinner and entertainment are also included in this registration package.

Conference Only \$275 package includes all meeting materials and banquet events including the Standard of Excellence breakfast on May 2 and the May 2 dinner and entertainment are also included in this registration package.

Training Only \$175 April 30th package includes training class only including breakfast and lunch on Saturday, April 30th

Training Only \$150 May 1-2 package includes one training class only

Spouse Registration \$185 includes all banquet events including lunch on Saturday, April 30 and Monday evening's dinner and entertainment.

Non-Member Registration \$350 is for individuals not affiliated with county governments, other government jurisdictions or agencies, or ACCG Partners (those groups should register as members).

Please note: Registration for county officials does not include registration for spouses. The spouse registration fee does include lunch on April 30.

- Check payment for registration fees should be sent to ACCG. Please do not send payment for hotel reservations to ACCG. Check payments for housing will need to be sent to your assigned hotel, after you have received email confirmation from it for the reservations.
- Payment of registration fees must accompany registration. For check payments, registration and housing will not be processed until payment is received by ACCG.
- Cancellation policy: Refund of registration fees will be made if notice of cancellation is in writing and received by April 15, 2011. Notices will be accepted by email or fax but not by phone. A \$25.00 administration fee will be charged for each cancellation of conference registration and/or training registration.
- Registration for county officials does not include registration for spouses.

Annual Meeting Housing

If registrants need housing at the convention hotels, please provide the reservation details on the registration form for each individual reservation.

- **There are eight convention hotels in Savannah:**
 - The Courtyard by Marriott Savannah Historic District - \$159
 - Doubletree Hotel Historic Savannah - \$164
 - Hilton Garden Inn Historic Savannah - \$164
 - Hilton Savannah DeSoto - \$209
 - Hyatt Regency Savannah - \$205
 - Inn at Ellis Square - \$129
 - Savannah Marriott Riverfront - \$198
 - The Mulberry - \$189
- ACCG will forward reservation requests to one of the convention hotels based on the information you provide on the registration form. This will include any credit card you give us here.
- ACCG will make every effort to honor the first hotel you select. However, it may not always be possible to do so. Please provide at least three hotel choices on your registration. If you provide only one choice and that choice is not available, we will have to contact you for additional choices and it will delay the processing of your registrations.
- ACCG will also try to keep county attendees housed in the same hotel, unless your registration makes it clear that your registrants prefer different properties.
- You will receive an email confirmation from the hotel on your reservations. Advance payment for the hotel should be sent directly to the assigned hotel, after you have received your email confirmation for the reservation. Please do not send any housing payments to ACCG at this time - wait until you receive your confirmation from the hotel, then send checks directly to it.
- We realize you are anxious to know your hotel assignments. ACCG processes your reservations as quickly as possible; don't forget that final processing can be delayed by failing to send your check payment for registrations in a timely manner. In addition, the convention hotels process their reservations on different time-tables so some reservations may be confirmed well in advance of others, even if they were submitted at the same time.
- Please check **Visit Savannah!** for information on the convention hotels – www.visitsavannah.com. Click on Accommodations, then on Browse by Location and click on Historic District. The site also has maps of Savannah and information on dining and tours.

Commissioners Training

These training classes will be Saturday, April 30th:

- Capitol Improvement Programs
- Commission and Staff Relations
- County Government Law
- Financial Management 1
- CCAP Advanced Financial Management
- CCAP Leadership Alumni: "A Tour of Chatham County"
- Clerks Training: Public Records/Leadership

These training classes will be Sunday, May 1st and Monday, May 2nd :

County Government Law and Financial Management 1 are required classes in the Commissioners Training Program; Capitol Improvement Programs, Commission and Staff Relations and Financial Management 2 are electives.

Advanced Financial Management is a required course in the CCAP program; Personal Power and Influencing Strategies is an elective.

The CCAP Leadership Alumni class is for those officials who have completed the CCAP program; it does carry Standard of Excellence hours for participants.

Standard of Excellence hours will be granted for attending the Opening General Session on April 30th, the Standard of Excellence breakfast on May 2nd, and the awards session/business session/general session on May 2nd.