

# GENERAL INFORMATION

## ATTIRE

Business casual dress is encouraged for all events, including educational sessions and all official evening events, except the MTA Networking Banquet where semi-formal attire is recommended.

## REGISTRATION RATES

Registration rates for Conference delegates and their guests appear on page 9. The early-bird registration deadline is Dec. 15, 2011. For registrations faxed or postmarked after that date, regular rates apply. Registrations faxed or postmarked after Jan. 10, 2012, must be processed on-site and are subject to an additional \$50 fee.

**Main Conference:** Includes all Wednesday and Thursday educational sessions (except Lunch 'n Learn), Bendzinski's "3-D" pre-Conference festivities, Opening Session, Expo, Par-Plan Evening Social Activity, MTA Networking Banquet, and Burnham & Flower Insurance Group's Afterglow Reception.

**Pre-Conference Programs:** Featuring half-day and full-day sessions, including *Board of Review Training* (Basic and Advanced), *Ethics, Office Politics, Social Media* and *TGA—At Your Service: Meeting Township Needs* (F-101; 6 credits). Mix and match two half-day sessions or select only the session that interests you most. Additional fee required; see pages 13-14 for session descriptions.

**Assessors Renewal:** Assessors can attend this free half-day course on Tuesday and earn four hours of renewal credit. Advance registration is required. See page 14 for details.

**Single-day only:** Includes all educational sessions, Expo and activities occurring that day. (*Note: Thursday-only registration includes one MTA Banquet ticket, but does not include Lunch 'n Learn.*)

**Guest:** Includes admission to Bendzinski's "3-D" pre-Conference festivities, Opening Session, Expo, Par-Plan Evening Social Activity, MTA Networking Banquet, and Burnham & Flower Insurance Group's Afterglow Reception. Also allows guest to use the MTA shuttle service. *Note: Guests cannot attend any workshops or Pre-Conference activities unless registered as an attendee.*

## CANCELLATIONS & SUBSTITUTIONS

A Conference registration may be transferred to another individual for a \$10 administrative charge, provided that the person is from the same township or organization as the original attendee. Refund of the registration fee, less a \$25 administrative charge, will be made if notice is received in writing by Dec. 15, 2011. Written cancellation requests received after Dec. 15, 2011, but before Jan. 10, 2012, will be subject to an administrative fee equal to one-half of the registration fee. No refunds will be made thereafter or for no-shows. Refund requests must be made in writing. To receive a refund, all Conference materials sent to the registrant *must be returned to MTA*; this includes confirmation letter, credential sheet and parking placard (if requested). See page 8 for hotel cancellation policies.

## CONFIRMATION & CREDENTIALS

A confirmation letter, along with your name badge, credential sheet and parking placard (if requested), will be sent to the address on file for the individual at the MTA office. Credentials will be sent in advance of the Conference if you are registered by Jan. 6, 2012. Please bring these materials to the Conference; the bar code on your credentials will facilitate check-in at the MTA Registration Center. If you do not receive your materials by Jan. 16, contact MTA at (517) 321-6467. Even though you receive your credentials in the mail prior to the Conference, **all attendees must still check in at the MTA Registration Center, located on Level 3 near the Ontario Exhibit Hall**, to receive a program, bag and other items. The MTA Registration Center will be open Tuesday, from 11:30 a.m. to 6 p.m. (*opens at 8:30 a.m. for Pre-Conference registrants only*); Wednesday, from 7:30 a.m. to 4:30 p.m.; and Thursday, from 7:30 a.m. to 1:30 p.m.

**NOTE:** *Attendees registering after Jan. 6 will not receive credentials or a parking placard in the mail and must stop by the MTA Registration Center to receive credentials and materials on-site.*

## OPTIONAL EVENTS

Pre-Conference events taking place on Tuesday, Jan. 24 may be added to your Main-Conference registration or purchased separately, and include a full-day workshop or two half-day courses. Admission to the MTA Networking Banquet on Thursday, Jan. 26, is included with each Main-Conference, Thursday-only and Guest registration. Admission to the Lunch 'n Learn Round Table Discussions is *not* included with the registration and must be purchased separately prior to Conference.

## PHOTOGRAPHY RELEASE

By registering for this event, attendees grant permission to MTA and their agents to utilize the attendee's image or likeness in an effort to promote MTA and/or the MTA Annual Conference & Expo. Attendees waive any right to inspect or approve the finished product(s) and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied.

## SHUTTLE SERVICE

Park in the Beaubien Place Garage, Port Atwater Garage or GM Surface Lot (see page 12 for parking details) and use the complimentary MTA Shuttle to the Renaissance Center and Courtyard by Marriott. Shuttles run approximately every 15 minutes, Tuesday through Friday. Attendees may also elect to walk from the Beaubien Place Garage or Port Atwater Garage, which are connected to the Renaissance Center via skywalk.

## SPECIAL NEEDS

Attendees with special dietary or accessibility needs should notify Kristin at (517) 321-6467, ext. 230, or email [kristin@michigantownships.org](mailto:kristin@michigantownships.org) at least three weeks prior to Conference.

## TICKET XCHANGE

Select your seat for the MTA Networking Banquet at the MTA Ticket Xchange, located outside the Ontario Exhibit Hall on Level 3. The Ticket Xchange will be open Tuesday, from 11:30 a.m. to 6 p.m.; Wednesday, from 7:30 a.m. to 4:30 p.m.; and Thursday, from 7:30 a.m. to 1:30 p.m. See page 5 for details.

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## HOUSING

Opens at 8 a.m. on Friday, Oct. 14, 2011, at [www.grandconnection.com/mta2012](http://www.grandconnection.com/mta2012).

More than 1,000 hotel rooms and suites have been reserved at the Detroit Marriott Renaissance Center and the Courtyard by Marriott for MTA Conference attendees and their guests. These hotels not only offer great amenities, discounted rates and the best networking opportunities, but staying within MTA's room blocks helps the Association meet its obligation to the hotels, avoid penalties and keep Conference registration prices down. The hotel reservation form, with additional information, including room rates, appears on page 10.

Reservations will be processed in the order received, beginning at 8 a.m. on Friday, Oct. 14, 2011. It is important to make your housing request by Jan. 5, 2012, as requests received after this date will be based on availability, and discounted rates are not guaranteed.

**NOTE:** *Faxes and mailed reservation forms received by the Housing Bureau PRIOR to 8 a.m. on Oct. 14 will not be processed until that day at 9 a.m.*

The MTA Housing Bureau will provide a confirmation of your hotel reservation. Those booking via MTA's secure housing website, [www.grandconnection.com/mta2012](http://www.grandconnection.com/mta2012), will receive an instant

confirmation; allow up to two weeks for faxed or mailed reservations. A complete mailing address, phone number and form of deposit are required to process housing requests.

If prepaying by check, payment must arrive at least 72 hours prior to arrival, but not before Jan. 9, 2012. Do **NOT** send checks to MTA or the Housing Bureau; checks must be sent directly to your confirmed hotel.

All hotel cancellations and changes on or before Jan. 16, 2012, must be received in writing by mail, fax or email at the MTA Housing Bureau. Changes and cancellations may also be made online at [www.grandconnection.com/mta2012](http://www.grandconnection.com/mta2012); click "Change or Cancel an Existing Reservation." A confirmation notice of your revision will be emailed, faxed or mailed to you within one week. If you do not receive confirmation, call the MTA Housing Bureau at (810) 623-9008.

Cancellations after Jan. 16, 2012, must be made with your assigned hotel. Cancellations must be made by 6 p.m. on the day of arrival, or you may be charged one night's lodging and tax.

**IMPORTANT:** If you do not show up for the first night of your reservation, your entire reservation will be cancelled and you will be charged for one night's room and tax.

## GOT QUESTIONS?

Call the MTA Office at (517) 321-6467, or email to the address listed below:

**Conference Events & Sponsorship**  
Debra McGuire, MBA, IOM, CAE  
.....debra@michigantownships.org

**Educational Sessions**  
Shelley Tucker, CMP  
.....shelley@michigantownships.org

**Expo**  
Ashley Bowman  
.....ashley@michigantownships.org

**Housing & Special Needs**  
Kristin Kratky, CMP  
.....kristin@michigantownships.org  
*For questions related to hotel accommodations, call (810) 623-9008.*

**Parade of Flags**  
Jenn Fiedler  
.....jenn@michigantownships.org

**Registration Information/Changes**  
Angie Merryfield  
.....angie@michigantownships.org

## Give Back, Give Blood

Every minute of every day, someone needs blood. Please join MTA as we support



the American Red Cross in its mission to maintain a safe, stable blood supply by making an appointment to donate blood during the Conference.

MTA's blood drive is scheduled for Wednesday, Jan. 25, from 11 a.m. to 5 p.m. at the Renaissance Center.

MTA asks that donors register in advance by signing up online at [www.givelife.org](http://www.givelife.org) and enter sponsor code MTA, or by calling 1-800-GIVE-LIFE (1-800-448-3543).

## MTA CONFERENCE COMMITTEE

**Bill Renn**, Chair  
Supervisor, Chandler Township (Huron Co.)

**Denny Olson**, Vice Chair  
Supervisor, Breitung Charter Township (Dickinson Co.)

**Steve Ebels**, Clerk  
Clam Union Township (Missaukee Co.)

**William Gadwau**, Trustee  
Central Lake Township (Antrim Co.)

**Douglas Mansfield**, Supervisor  
Union Township (Grand Traverse Co.)

**Larry Rutledge**, Supervisor  
LaSalle Township (Monroe Co.)



**Jeffrey Sorensen**, Supervisor  
Cooper Charter Township (Kalamazoo Co.)

**Marilyn Strickland**, Treasurer  
Newton Township (Mackinac Co.)

**Charles Veneros**, Treasurer  
Aloha Township (Cheboygan Co.)

**Jack Randolph**, Ex-officio  
Supervisor, East China Charter Township (St. Clair Co.)