



2018 Winter Conference

DoubleTree by Hilton/Fort Smith City Center, January 10-12, 2018

REGISTRATION

Registration and payment must be received in League office by Friday, December 22, 2017, to qualify for Pre-registration rates.

Pre-registration for municipal officials	\$150
Registration fee after December 22, 2017 , and on-site registration for municipal officials	\$175
Pre-registration for guests	\$75
Registration fee after December 22, 2017 , and on-site registration for guests	\$100
Other registrants	\$200

- Registration will be processed **ONLY** with accompanying payment in full. Make checks payable to the Arkansas Municipal League.
- Registration includes meals, activities and a copy of **Handbook for Arkansas Municipal Officials, 2017-2018**.
- No daily registration is available.
- Registration must come through the League office. No telephone registrations will be accepted.
- **No refunds after December 22, 2017.**
- Cancellation letters must be postmarked by **December 22, 2017.**

HOTEL RESERVATION

Hotel Room Rates

DoubleTree by Hilton (headquarters hotel)		
SOLD OUT Single/Double	\$99	Check-in 3 p.m.
Courtyard Marriott		
SOLD OUT Single/Double	\$104	Check-in 3 p.m.
Hampton Inn		
Single/Double	\$94	Check-in 3 p.m.
Comfort Inn & Suites		
Single/Double	\$85	Check-in 3 p.m.

- Cut-off date for hotel reservations is **December 15, 2017.**
- Rooms in Fort Smith are subject to a 14.75 percent tax.
- Rooms will be held until 6 p.m. and then released unless guaranteed by credit card.
- Contact the hotel directly to make changes or cancellations in hotel accommodations.
- Hotel confirmation number will come directly from the hotel.
- Please check on cancellation policy for your hotel as penalties for cancellation can apply.

Two ways to register **2**

1 Register online at www.arml.org and pay by credit card. **OR**

Complete the steps and **mail with payment** to:
 ARKANSAS MUNICIPAL LEAGUE
 Attn: 2018 Winter Conference
 P.O. Box 38
 North Little Rock, AR 72115-0038

Step 1: Attendee Information

Name:

Title: City of:

Address:

City: State: ... Zip: Telephone:

Attendee only email (required) cc email

Guests will attend: Yes No Name:

(non-city official) Name:

Step 2: Payment Information

• **What is your total?** (see opposite page for fees)

<input type="checkbox"/> Pre-registration for Delegate \$ 150	<input type="checkbox"/> Pre-registration for Guest \$ 75	<input type="checkbox"/> Other Registrants \$ 200	Pre-registration Total \$ _____
<input type="checkbox"/> Regular Registration for Delegate \$ 175	<input type="checkbox"/> Regular Registration for Guest \$ 100	<input type="checkbox"/> Other Registrants \$ 200	Reg. Registration Total \$ _____

• How are you paying?

Check

Mail payment and form to:
 Arkansas Municipal League
 2018 Winter Conference
 P.O. Box 38
 North Little Rock, AR 72115

Credit Card Complete information below and send to address above.

Credit Card: Visa MasterCard Discover

Card Number: _____ Exp. Date: ____/____/20____

Card Holder Name (as it appears on card):

Billing address (as it appears on statement):

City: State: ... Zip: Telephone:

E-mail address (required for credit card payment)

Step 3: Hotel Reservations

To obtain hotel reservations, registered delegates must directly contact participating hotels listed below. Please mention that you are with the Arkansas Municipal League to get the negotiated hotel rate.

- DoubleTree by Hilton** Reservations..... **SOLD OUT** 479-783-1000
- Courtyard Marriott** Reservations..... **SOLD OUT** 479-783-2100
- Hampton Inn** Reservations..... 479-452-2000
- Comfort Inn & Suites** Reservations..... 479-434-5400

Special dietary needs:

- Gluten free
- Vegetarian
- Pescatarian
- Vegan