



# 2019 Winter Conference

Marriott Hotel/Statehouse Convention Center, January 16-18, 2019

REGISTRATION

**Registration and payment must be received in League office by Monday, December 31, 2018, to qualify for Pre-registration rates.**

Pre-registration for municipal officials . . . . .	\$150
Registration fee after <b>December 31, 2018</b> , and on-site registration for municipal officials . . . . .	\$175
Pre-registration for guests . . . . .	\$75
Registration fee after <b>December 31, 2018</b> , 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 31, 2018.**
- Cancellation letters must be postmarked by **December 31, 2018.**

HOTEL RESERVATION

## Hotel Room Rates

<b>Marriott Hotel</b> (headquarters hotel)		
Single/Double. . . . .	\$139	Check-in . . . . . 3 p.m.
<b>Capital Hotel</b>		
Single/Double. . . . .	\$189	Check-in . . . . . 3 p.m.
<b>Doubletree Hotel</b>		
Single/Double. . . . .	\$144	Check-in . . . . . 3 p.m.
<b>Wyndham Hotel</b>		
Single/Double. . . . .	\$114	Check-in . . . . . 3 p.m.

- Cut-off date for hotel reservations is **December 31, 2018.**
- Rooms in Little Rock/North Little Rock are subject to a 13-15 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](http://www.arml.org) and pay by credit card.

**OR**

Complete the steps and **mail with payment** to:  
 ARKANSAS MUNICIPAL LEAGUE  
 Attn: 2019 Winter Conference  
 P.O. Box 38  
 North Little Rock, AR 72115-0038

## Step 1: Delegate Information

I am a newly elected official.

Name: .....

Title: ..... City of: .....

Attendee only email (required): ..... CC Email: .....

Address: ..... City: .....

State: ..... Zip: ..... Phone Number: .....

Non-city Official guests will attend:  Yes  No

Name: ..... Name: .....

In Case of Emergency (ICE) Contact Name: ..... ICE Phone Number: .....

## 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  
 2019 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.

**Marriott Hotel** ..... Reservations..... 877-759-6290

**Capital Hotel**..... Reservations..... 877-637-0037 or 501-374-7474

**Doubletree Hotel** ..... Reservations..... 800-222-8733 or 501-372-4371

**Wyndham Hotel**..... Reservations..... 866-657-4458 or 501-907-4823

Special dietary needs:

- Gluten free
- Vegetarian
- Pescatarian
- Vegan