



82nd Annual Convention

Marriott Hotel / Statehouse Convention Center, June 15-17, 2016

REGISTRATION

Registration and payment must be received in League office by Wednesday, June 1, 2016, to qualify for Pre-registration rates.

Pre-registration for municipal officials	\$150
Registration fee after June 1, 2016 , and on-site registration for municipal officials	\$175
Pre-registration for guests	\$75
Registration fee after June 1, 2016 , 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 **2015-2016 Handbook for Arkansas Municipal Officials**.
- No daily registration is available.
- Registration must come through the League office. No telephone registrations will be accepted.
- **No refunds after June 1, 2016.**
- Cancellation letters must be postmarked by **June 1, 2016**.
- **Marriott guests:** In order to avoid a cancellation penalty of one night's room and tax, reservations must be cancelled at least seven (7) days prior to arrival.

HOTEL RESERVATION

Hotel Room Rates

Marriott Hotel (headquarters hotel)		
Single/Double	\$132	Check-in 3 p.m.
Capital Hotel		
Single/Double	\$189	Check-in 3 p.m.
Doubletree Hotel		
Single/Double	\$139	Check-in 3 p.m.
Wyndham Hotel		
Single/Double	\$109	Check-in 3 p.m.

- Cut-off date for hotel reservations is **June 1, 2016**.
- Rooms in Central Arkansas are subject to a 13.5 or 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.

TWO WAYS TO REGISTER

1

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

OR

2

Complete the steps and **mail with payment** to:
 ARKANSAS MUNICIPAL LEAGUE
 Attn: 82nd Annual Convention
 P.O. Box 38
 North Little Rock, AR 72115-0038

Step 1: Delegate Information

Name:

Title: City of:

Email (required): CC Email:

Address: City:

State: Zip: Phone Number:

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
 82nd Annual Convention
 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 501-371-9000