

2009 *Advanced* Institute for Elected Municipal Officials

April 24 – 25, 2009

Courtyard Marriott – Cocoa Beach, Florida

Registration Form

Please print or type. You may duplicate this form for additional registrations.

Name: <i>(as you would like it to appear on certificate)</i>	Nickname: <i>(for name badge)</i>
Elected Position:	City__ Town __ Village__ of: <i>(check one)</i>
Mailing Address:	Zip:
Telephone #:	Fax #
Email:	Website:

Please sign here as verification that you have either attended the Basic IEMO or that you have been in office longer than one term. _____

Registration Fee: **\$245.00** (includes lunch both days)

Registration Deadline: **April 15, 2009** (Space is limited to the first 35 students.)

Please send a written description of any physical, dietary or special service needs with each IEMO registration.

Advance registration is required. A check or purchase order is required to guarantee registration. Requests for refunds must be submitted in writing and received no later than **April 21, 2009**. In such cases, the registration fee, less a \$25.00 administrative charge, will be refunded. No requests for refunds will be honored after that date. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel the class; in that case, registration fees will be refunded in full. Confirmation and directions to the hotel will be mailed to you upon registration.

To register for the Advanced IEMO please fax or mail this form to:

The John Scott Dailey
Florida Institute of Government
University of Central Florida
36 West Pine Street, Suite 204
Orlando, FL 32801-2612

Please make checks/purchase orders payable to University of Central Florida. If paying with a credit card, card holder must call 407-235-3960 to provide credit card information to Florida Institute of Government staff. Please send a copy of the registration form along with payment.

Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act of 1990. For additional information, please call the John Scott Dailey Florida Institute of Government at the University of Central Florida 407-235-3960.

HOTEL INFORMATION:

To make your hotel reservations, please call:

Courtyard Marriott – Cocoa Beach
3435 N. Atlantic Avenue
Cocoa Beach, FL 32931
Phone 321-784-4800

Please ask for the Advanced Institute for Elected Municipal Officials special rate of \$109/night (single/double)
HOTEL CUT OFF DATE: April 9, 2009 (room block will fill up early so make your reservations ASAP)!