

# REGISTRATION FORM

## City Clerks New Law and Leadership Conference

Wednesday, December 2 - Friday, December 4, 2009

Portola Hotel and Monterey Conference Center

Registrations must be received by **Tuesday, November 10**. After this date, please register onsite.

Register online by going to [www.cacities.org/events](http://www.cacities.org/events)  
OR fill out this form and mail to the League of California Cities with your check

Please enter your name and title as they should appear on your name badge and registration. Please indicate guest/spouse's name if attending (if guest/spouse is not a public or city official). Please complete one form **per registrant**:

Name and Title	
Address	
City	Zip Code
Telephone	Fax
(     )	(     )
E-mail for registrant	
Spouse /Guest Name (additional fees apply)	

*Registration badges must be worn at all times during the conference. It is your meal and events ticket. Single meal tickets will not be available for sale.*

### Events include:

- ★ One Breakfast
- ★ Two Lunch Sessions
- ★ One Reception



If you require special accommodations related to facility access, communication and/or diet, please contact our Conference Registrar at (916) 658-8291.

### **Full Conference** *(One day registration is not available)*

City Staff/Official	_____ @ \$440.00
County, Private Agency	_____ @ \$600.00
Guest/Spouse (Ages 6 and up) (Children 5 and under-free)	_____ @ \$140.00
Reception Only	_____ @ \$ 30.00
<b>Total</b>	<b>\$_____</b>

Registration is not complete until **full payment** is received.

**Note:** It is inadvisable to use city funds to pay for spouse registration. See 75 Ops. Cal. Atty. Gen. 20 (1992). Consult with your city attorney for more information.

All cancellations must be submitted **in writing** and are subject to a \$50.00 processing fee.

**No refunds** will be given for cancellation requests received after **Friday, November 20<sup>th</sup>**. Hotel attrition costs may also be billed to attendees for late cancellations.

Attendee substitutions can be made onsite and are highly recommended to avoid financial penalties.

Please mail your check or money order along with this form to:

League of California Cities  
1400 K Street, Suite 400  
Sacramento, CA 95814