



National Association of Election Officials

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1/10/2017

READ THIS CAREFULLY -- IT CONTAINS ALL NECESSARY DETAILS
PROFESSIONAL EDUCATION PROGRAM
SPECIAL SESSION IN HOUSTON, TX

This information is exclusively for the states of TX, LA, AR, OK, NM

- For this session, you may choose from one to four courses to attend at a reduced price for the Election Center's Professional Education Program. Completion of this program leads to certification as a Certified Elections/Registration Administrator (CERA), Vendor (CERV) or Monitor (CEM). Due to enrollment limitations, only paid reservations will be honored.
- In order to give as many people as possible an opportunity to take several courses at one location, we have contracted with the Westin Memorial City Hotel to keep the cost at its lowest possible rate. The classes will still be the same high quality instruction but in a "no frills" atmosphere. No meals will be provided. You will need to supply your own notepads, paper, pencils, etc. If you are able to, **please bring a laptop computer to the classes with you. We use the laptops for group presentations in lieu of flip charts.**
- **All classes require full class attendance.** All classes are 1½ days in length (10 hours of instruction). In order to receive credit from Auburn University and The Election Center, students **must** attend the total class hours. ANY absence from the class will result in no credit given for that particular course. **You must schedule your travel arrangements--arrival and departure--so you can participate in the FULL class hours.** *If you must handle on-going office business while at the session, you need to schedule that before class, during the lunch time [from noon to 1:30 p.m.] or after class.* **Cell phones and any other electronic devices cannot be active during class.** If you arrive late or depart early, you will not receive credit for the class. If you are flying, this includes flights home so book flights well after ending time of courses. Please pay attention to all class times as they may vary.
- This is a serious, academically oriented Professional Education Program. Suggested attire is business casual. *Keep a copy of this notice -- no other materials will be sent.*

REGISTRATION INFORMATION

WHEN: Monday, March 20 through Saturday, March 25, 2017

Students meet at 8:33 a.m. in the Magnolia Ballroom, Westin Houston, Memorial City for check in on Monday, March 20. Class begins at 9 am. Last class concludes at 3:00 p.m. on Saturday, March 25.

CLASS SCHEDULE

Mon, Mar 20, 2017 (9:00am - 4:30pm) & Tue, Mar 21, 2017 (9:00am - 12:00pm)

Instructor: Dr. Chris McGinn

Course IV: Election and Voter Registration Information Management and Technology

Tue, Mar 21, 2017 (1:30pm - 4:30pm) & Wed, Mar 22, 2017 (9:00am - 4:30pm)

Instructor: Dr. Robert Montjoy

Course III: Planning and Budgeting for Elections and Voter Registration

Thu, Mar 23, 2017 (9:00am - 4:30pm) & Fri, Mar 24, 2017 (9:00am - 12:00pm)

Instructor: Dr. Kathleen Hale

Course I: Introduction to Election and Voter Registration Systems Administration

Fri, Mar 24, 2017 (1:30pm - 4:30pm) & Sat, Mar 25, 2017 (8:00am - 3:30pm)

Instructor: Dr. Kelly Krawczyk

Course II: Management and Leadership Concepts in Election and Voter Registration Administration

WHERE: Westin Houston, Memorial City Hotel, 945 Gessner Road, Houston, TX 77024. TEL: (281) 501-4300, Hotel Website: [Westin Houston, Memorial City Hotel](#)

REGISTRATION DEADLINE: Friday, March 3, 2017, *with payment*. Credit Card (AMEX, MasterCard, Visa and Discover cards), checks or money orders are accepted forms of payment. You will receive an email confirmation once your registration is received and processed by The Election Center. ***Late registration will include a fee of \$100 per person.***

HOTEL RESERVATIONS: Our special group rate is \$135.00 per night, plus taxes. You can make your hotel reservations on the registration form. You must make your own hotel reservations no later than 5 PM **Tuesday, February 28, 2017**. After that date, they do not have to hold rooms for us nor do they have to honor the special rate. DO NOT DELAY.

PARKING AT HOTEL: Valet Parking and self-parking is available at the hotel for all hotel and event guests. Valet parking fees are \$16.00 per day plus tax for non-overnight guests and \$26.00 per day plus tax for valet overnight parking. Self-parking overnight is \$14.00 per day plus tax. Hourly rates: 0-4 hours \$8.00, 4-8 hours \$12.00.

EMERGENCY NUMBER: ON-SITE contact Tim Mattice at mobile #832-474-8951 for emergencies only. Non-emergency matters, please call The Election Center at 281-396-4309.

CANCELLATIONS: Cancellations must be directed in writing to the Election Center at e-mail to: services@electioncenter.org or faxed to 281-396-4315. Written cancellations received by Friday, March 3, 2017 will result in credit issued for other Election Center events and/or PEP classes; **no refunds will be given**. Credit granted toward other events or classes will be applied to the THEN current prices and may not equal the full cost to the participant. Credit will be available until 12-31-2018; unused credits will result in forfeiture. Cancellations received after March 3 result in the financial obligation of participant.

Click [HERE](#) to register for this event