



**Municipal Official's Leadership Institute  
2018 Education Program  
La Posada de Santa Fe  
May 16<sup>th</sup> - 18<sup>th</sup>**

**REGISTRATION FORM**

Click here to register on-line

NAME \_\_\_\_\_ ELECTED POSITION \_\_\_\_\_

MUNICIPALITY \_\_\_\_\_ DAYTIME PHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
*Including City/State/Zip*

BILLING ADDRESS \_\_\_\_\_  
*Including City/State/Zip*

EMAIL \_\_\_\_\_ EMAIL \_\_\_\_\_  
*For Registration Confirmation For Participant Directory*

**Lodging:** A block of rooms has been reserved at La Posada de Santa Fe at the rate of \$119 + tax per night for single or double occupancy and \$25 per additional person. (This rate includes parking & resort fees.) In order to take advantage of these rates, reservations must be made by May 1<sup>st</sup>. Reservations may be made by calling 1 855 278 5276 and asking for the New Mexico Municipal League room block. Rates cannot be changed for those who fail to identify their affiliation at the time reservations are made. Hotel cancellation policy is 72 hours prior to arrival. Check in is 4:00 pm. Check out is 11:00 a.m.

**Vegetarian**  Registrant  Spouse    **Gluten Free**  Registrant  Spouse    For **ADA Needs** contact Colette at (800) 432-2036

**Registration Fee:** \$300.00

**Payment Information:**

- Check Enclosed *(Payable to NMML, include member ID on check/stub.)*
- Will bring check to meeting
- Purchase Order Attach copy or provide PO# \_\_\_\_\_
- Charge Registration fee to:  Visa or  MasterCard

NMML is authorized to use the card below to pay registration fee(s) in the amount of \$ \_\_\_\_\_

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_  
*If different from Registrant Name*

Card Holder Signature: \_\_\_\_\_

**NMML REGISTRATION/CANCELLATION POLICY:**

- After May 9<sup>th</sup> you **must** register on-site.
- Cancellations must be received in writing by May 9<sup>th</sup>.
- \$25 fee charged for all cancellations.
- No refunds after May 9<sup>th</sup>.
- No partial refunds.
- Pre-registered no shows are responsible for full registration fee.
- Credit card transaction(s) processed immediately.
- Receipts available upon registration check-in.
- Registration confirmations will be emailed.
- This policy also applies to Spouse/Guest Registrants.
- Weather related no shows will be charged \$25.
- By submission of this form, I agree to all registration/cancellation policies.

**Spouse/Guest Fees:** *(Registration will not be processed unless payment is enclosed.)*

Name \_\_\_\_\_

E-mail: \_\_\_\_\_  
*For Registration Confirmation*

- All Meal Functions \$140 (a \$5 savings!)

**Or check appropriate boxes below:**

<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<input type="checkbox"/> Breakfast \$20	<input type="checkbox"/> Breakfast \$20	<input type="checkbox"/> Breakfast \$20
<input type="checkbox"/> Lunch \$25	<input type="checkbox"/> Lunch \$25	
<input type="checkbox"/> Dinner \$35		

Total Amount Due: \$ \_\_\_\_\_

**Spouse/Guest Payment Information:**

- Check Enclosed *(Payable to NMML, include name on check stub.)*
- Included on Registrant's PO
- Charge Spouse/Guest fee on registrant's credit card
- Charge Registration Fees to:  Visa or  MasterCard

NMML is authorized to use the card below to pay registration fee(s) in the amount of \$ \_\_\_\_\_.

Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name of Card Holder: \_\_\_\_\_  
*If different from Registrant Name*

Card Holder Signature: \_\_\_\_\_

**RETURN BY MAY 9<sup>th</sup> TO:**

Maria Ortiz ♦ mortiz@nmml.org  
P.O. Box 846 ♦ Santa Fe, NM 87504  
Phone: (800) 432-2036 ♦ Fax: (505) 984-1392