



**Municipal Official's Leadership Institute
2017 Education Program
La Posada de Santa Fe
May 10th - 12th**

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 \$100 + 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 April 25th. 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 3rd you **must** register on-site.
- Cancellations must be received in writing by May 3rd.
- \$25 fee charged for all cancellations.
- No refunds after May 3rd.
- 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:

- | | | |
|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| Wednesday | Thursday | Friday |
| <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 3RD TO:

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