



CONFERENCE REGISTRATION FORM

Pennsylvania State Association of Township Supervisors'
2024 Educational Conference & Exhibit Show
April 14-17 • Hershey Lodge • Hershey, PA



◆◆◆ REGISTER ONLINE AND SAVE! ◆◆◆

PSATS is all set for you to register online at conference.psats.org starting January 9 at 9 a.m.
Registering online will save you money!

SECTION I. REGISTRATION. If not registering online, use one copy of this form for each delegate. Spouses/guests must register using the same form as the registrant. Please print legibly or type names as you want them to appear on name badges. You may copy this form as needed.

ATTENDEE NAME: _____

PSATS ID #: **C** - _____

SPOUSE/GUEST NAME: _____

(Please note: The guest designation and fee are only for those who are not affiliated with the township and do not serve on a township board or committee.)

TOWNSHIP: _____ COUNTY: _____

FIRM (if other than township): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ PHONE: (____) _____

PSATS does not share email addresses and only uses them for important PSATS-related information so please provide your personal email address.

CELLPHONE NUMBER FOR EMERGENCY TEXT MESSAGES FROM PSATS: (____) _____

If this registrant is the township's **VOTING DELEGATE**, the township secretary must check here and sign to confirm. _____

Consent to Use of Likeness: Attendance at the conference constitutes an agreement by the registrant or attendee to allow PSATS to use and distribute (both now and in the future) their image or voice in photographs, video, electronic reproductions, and audio of such events and activities.

By attending this event, you assume all risk for any injury, illness, damages or other loss that you may experience or incur in connection with this event. You hereby release for you, and anyone else being registered by you, covenant not to sue, and hold harmless PSATS, its officers, employees, and representatives from any claims, actions, damages, or other loss arising out of or relating to your attendance at this event.

☐ Check box to accept these terms. _____ Initial here

☐ Yes, this is my **FIRST** PSATS conference.

☐ Yes, I want to volunteer.

☐ Yes, I am newly elected/appointed.

☐ Yes, I have completed 20 or more years of township service.

Position/Title:
☐ Supervisor
☐ Manager
☐ Secretary
☐ Secretary/Treasurer
☐ Treasurer
☐ Roadmaster
☐ Road Crew
☐ Solicitor
☐ Engineer
☐ Planner
☐ Police/Fire/EMS
☐ EMC
☐ Zoning/Code Official
☐ Associate Member
☐ Other _____

SECTION II. LODGING. If you are **NOT** registering online and need lodging...

You must call PSATS to reserve your hotel room.

Call the **PSATS Hotel Reservation Help Desk** beginning January 9 at 9 a.m.: (717) 763-0930, ext. 190.

**PSATS Hotel Reservation
Help Desk Hours**

- Jan. 9: 9 a.m. to 4:30 p.m.
- Jan. 10 through March 31:
Normal business hours of
8:30 a.m. to 4:30 p.m.

SECTION III. FEES. See reverse for registration fees and see the conference promotional booklet.

A. Registrant Fee.....\$ _____

B. Spouse/Guest Fee (no affiliation with township)\$ _____

C. Sunday Welcome Reception with Exhibitors – # attending = _____ \$ _____ FREE

D. Monday “Stars & Stripes Soirée” _____ (number) Person(s) @ \$35 each = _____ \$ _____

E. Tuesday Secretaries-Managers Thank-You Luncheon (registration required)\$ _____

☐ Township Secretary or Manager, \$15 ☐ All Others, \$25

F. Tuesday PSATS Legislative Grassroots Reception _____ (number) Person(s)\$ _____ FREE
(This event is free, but you must register to attend.)

G. Tuesday PSATS Bingo _____ (number) Person(s) @ \$30 each = _____ \$ _____

H. TOTAL CONFERENCE REGISTRATION FEES.....\$ _____

SECTION IV. PAYMENT INFORMATION. If paying by check, mail completed form(s) with a check made payable to **PSATS, 4855 Woodland Drive, Enola, PA 17025**. If paying by credit card, mail or fax the form(s) to PSATS at **(717) 763-9732**.

Method of payment: ☐ Check enclosed ☐ Visa ☐ MasterCard ☐ Discover **We do NOT accept American Express.**

Card number: _____ / _____ / _____ / _____ Valid through (mm/yy): _____ / _____

CCV (3-digit code on back of credit card): _____

Print name as it appears on card: _____

Cardholder's address as it appears on statement: _____

Cardholder's signature: _____

2024 PSATS Conference Registration Fees

These registration fees apply to member townships and their elected and appointed officials and employees, as well as members of PSATS’ affiliate associations (*Township Engineers Association, Township Solicitors Association, Township Emergency Management Association, Township Planning Association, and the Pa. Association of Zoning Officials*) and Associate Members who have paid their 2024 membership dues. For more information on room reservation and cancellation policies, see page 15 of the conference promotional booklet.

Registration Type	Through March 25	After March 25
Member Online Registration	\$199	\$249
Member Paper Registration	\$224	\$274
Guest Online or Paper Registration	\$90	\$100
Non-member Online or Paper Registration	\$249	\$299



Additional Accreditation Seminars/Workshops

Please note that **registration** for the Spring Emergency Management Seminar, the Spring Solicitors Seminar, the Spring Engineers Seminar, and the Spring Zoning Officials Seminar **must be done separately** from conference registration. To register for any of these professional seminars, follow the instructions below.

- To register for the **Spring Emergency Management Seminar** to be held at the Hershey Lodge on Sunday, April 14, go to **tema.psats.org** and click on the “2024 TEMA Spring Seminar” box.
- To register for the **Spring Solicitors Seminar** to be held at the Hotel Hershey on Monday, April 15, go to **solicitors.psats.org** and click on the “2024 Solicitors Spring Seminar” box.
- To register for the **Spring Engineers Seminar** to be held at the Hershey Lodge on the mornings of Monday, April 15, and Tuesday, April 16, go to **engineers.psats.org** and click on the “2024 Engineers Spring Seminar” box.
- To register for the **Zoning Officials Spring Educational Seminar** to be held at the Hershey Lodge on Sunday, April 14, go to **PAAZO.org** and click on the “2024 PAAZO Spring Seminar” box.

Other Important Information

Enroll in the PSATS Municipal Government Academy and Enhance Your Skills!

The PSATS Municipal Government Academy (PMGA) is a leadership development and educational enrichment program that you can tailor to meet your specific needs. (*Scholarships available.*)

For a well-rounded curriculum, you can enroll in the PMGA Graduate Program, which requires that you earn points in all four categories: Administration, Planning/Zoning, Public Works, and Public Safety. Or, you can choose a PMGA Certificate Program in which you focus more heavily on one of the PMGA categories. Points are earned by attending PSATS’ in-person classes, webinars, and major events, such as the Annual Conference, where you can also earn additional points by attending educational workshops.

For more information about PMGA, go to **pmga.psats.org**.



First Conference? Sign up for our informational webinar, “What You Need to Know About the Conference,” on March 28!

Will this be your first conference? Got questions about how to maximize your time at the conference? Then you will want to join us for our free webinar, “What You Need to Know about the Conference,” which will be held twice on March 28, 2024 (*once at 10 a.m. and again at 1 p.m.*).

Registration is available by clicking on the “What You Need to Know about the Conference Webinar” button at **conference.psats.org**.

During this webinar, you will hear from PSATS staff on how to plan your time during the conference, get a chance to ask any questions you might have, and learn some tried-and-true tips from veteran attendees about how to get the most from your first conference attendance.

Welcome Reception with Exhibitors, Sunday, April 14, 6:30-8 p.m., Exhibit Hall

Want more time to visit the exhibit show? Kick off the 2024 Conference at the Welcome Reception in the Exhibit Hall. For the second year, you will be able to browse new products, visit interactive exhibits, meet new people, and network while enjoying some hot and cold hors d’oeuvres, snacks, and beverages.

Still Not Sure If You’re Attending the Conference?

If you have not yet decided to attend the conference, we encourage you to watch our informational videos at **conference.psats.org**, where you can hear what your peers say about the value of attending the conference.

Questions? Call PSATS at (717) 763-0930, ext. 189.
4855 Woodland Drive, Enola, PA 17025