



## Local Government Spring Conference April 24, 2020

### Registration Information

#### **A note about registration types:**

##### ***Member Registration - \$150***

This rate is a benefit of your city's current LOC membership. This includes all city officials for Oregon cities (elected and staff).

##### ***Non-Member Government Registration - \$250***

If you are not with an Oregon city, but are an elected official or staff person for another government agency you should choose this option.

##### ***Non-Member Corporate Registration - \$600***

If you are not with an Oregon city or other government agency, please choose this option. Alternatively, you may be interested in opportunities to participate through our Sponsorship or Trade Show options. Please contact Kevin Toon ([ktoon@orcities.org](mailto:ktoon@orcities.org)) to learn more about sponsor and vendor opportunities at the LOC conference.

#### **Registration and Cancellation Information:**

##### ***Registration Dates***

Conference registration will be open between the dates of Wednesday, January 15 and Thursday, April 16, one week prior to the start of the conference. Those wishing to register after April 16 will need to do so on-site at an additional fee and on a space-available basis.

##### ***Cancellations***

If you are unable to attend, we encourage you to send a substitute. If you cannot send a substitute, LOC will refund 100% of your registration fee, less a \$25 cancellation fee if written notice is received between January 29 – March 6, 2020; the cancellation fee will increase to \$50 if written cancellation is received between March 7 – April 3, 2020. If your registration was paid, you will receive a refund, less the cancellation fee. If your registration is unpaid, you will be billed for the appropriate cancellation fee. Refunds cannot be issued after April 3, 2020. If your registration was not paid and you cancel after April 3, 2020, you will be billed for the full amount of the registration. Cancellations are not accepted by phone. **Please send cancellations and substitution notices to [loc@orcities.org](mailto:loc@orcities.org).** For the full cancellation policy [CLICK HERE](#).

##### ***Changes***

Our system is set to allow some types of registration changes to be made by individuals prior to April 3. You may do so by accessing the event registration page and logging into the system. Allowable changes include additions or deletions of free events and additions only of paid events. Deletion of paid events through the online system will not issue a refund or lower the amount due appropriately. **Any changes which reduce**

**conference fees must be done through the LOC team by emailing [loc@orcities.org](mailto:loc@orcities.org).**

### ***What's Included***

The registration fee includes all break-out sessions, Thursday's Welcome Reception, Friday's conference meals and Friday's Networking Rodeo for registered attendees. Spouses and guests who wish to attend the conference sessions and/or additional meals must register as a guest.

### **\*\*Due to space limitations for some events, RSVPs for receptions and transportation are required. \*\***

Please be sure to select the options that you wish to attend to reserve your space. Kindly update your registration should your plans change so that we may offer that space to another registrant.

### ***Hotel Accommodations***

Hotel reservations are not included in the cost of conference registration and must be made separately from this registration system. LOC has secured a block of rooms for attendees of the Local Government Spring Conference at [Oxford Suites Hermiston](#). Reservations can be made by calling the hotel directly at (541) 564-8000 and mentioning League of Oregon Cities Group in order to obtain the group rate.

### ***How to Register***

Please log in below using the full, primary email address on file with LOC. If you receive a response that you do not have an account, please contact the LOC office and request one created for you. You can reach LOC staff by email at [loc@orcities.org](mailto:loc@orcities.org) or by phone at 503-588-6550, Monday - Friday, 8am - 5pm. If you do not know your password, you may request a password reset directly through the login page.

Helpful tip: An individual may create registrations for any other individual within the same organization using just one login.