**Township Officials of Illinois Annual Educational Conference**

**Advance Registration Form**

**November 11-13, 2024**

**(Please use one form per delegate, if paying for multiple delegates with one check/credit card, please submit all forms together for accurate processing)**

**EARLY BIRD Registration Deadline is August 1, 2024|Advance Registration Deadline is October 25, 2024**

**SECTION II – REGISTRATION FEES**

**Single-day registration includes admittance to non-ticketed activities occurring on that day ONLY. Tuesday only registrants MAY NOT attend Monday or Wednesday events, and Wednesday only registrations MAY NOT attend Monday or Tuesday events. Registration information may only be picked up on the day you have registered.**

**MEMBERS**

|  |  |  |
| --- | --- | --- |
| **EARLY BIRD Registrations received on or before August 1, 2024** | **Advance Registrations received on or before October 25, 2024** | **On-site Registration** |
| Full Registration: $175 | Full Registration: $185 | Full Registration: $225 |
| Tuesday Registration Only: $100 | Tuesday Registration Only: $110 | Tuesday Registration Only: $135 |
| Wednesday Registration Only: $85 | Wednesday Registration Only: $95 | Wednesday Registration Only: $125 |

**r** Full Registration **r** Tuesday Only Registration **r** Wednesday Only Registration

**NON-MEMBERS**

**EARLY BIRD Registrations received on or before August 1, 2024:** $240 per person

**Advance Registrations received on or before October 25, 2024:** $250 per person

**On-site Registrations:** $310 per person

**r** Full Registration **r** Tuesday Only Registration **r** Wednesday Only Registration

**GUESTS *Does NOT include admission to education sessions***

|  |  |  |
| --- | --- | --- |
| **EARLY BIRD Registrations received on or before August 1, 2024** | **Advance Registrations received on or before October 25, 2024** | **On-site Registration** |
| Full Registration: $85 | Full Registration: $95 | Full Registration: $110 |
| Tuesday Registration Only: $45 | Tuesday Registration Only: $45 | Tuesday Registration Only: $55 |
| Wednesday Registration Only: $30 | Wednesday Registration Only: $30 | Wednesday Registration Only: $40 |

**Guest Registration:** **r** Full **r** Tuesday Only **r** Wednesday Only

Name of guest as it should appear on badge:

**Registration Fees (see all fees above) $**

**Tickets must be ordered on or before October 25, 2024. Special event tickets will not be sold on-site.**

Awards Breakfast ticket: $40.00 each $

**TOTAL AMOUNT ENCLOSED** $

**Township Position:**

p Assessor

p Attorney

p GA Caseworker

p Highway Commissioner

p Senior Citizen

p Supervisor

p Tax Collector

p Township Clerk

p Trustee

p Youth Committee

p Other:

(specify)

**SECTION I – REGISTRATION INFORMATION**

**County: Township:**

**Name:**

**Address:**

**City: State: Zip Code:**

**Phone: Email:**

**SECTION VI – HOUSING**

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by October 4, 2024 will be assigned hotel reservations. Hotel reservations may be made on-line via a link on the TOI website, www.toi.org or by submitting the Housing Form. The Housing Form is available in the Township Perspective or on the TOI website, www.toi.org. Reservations must be received by October 4, 2024 and guaranteed with a credit card. Hotel assignment confirmations WILL NOT be emailed until the week of October 14, 2024. Read all of the Hotel Reservation Procedures in the Township Perspective or on the TOI website to make certain you comply with all requirements.

**SECTION V – CANCELLATION POLICY & TICKET ORDER INFORMATION**

Cancellations received by **October 11, 2024** will receive full refund.

Cancellations received between **October 11 to October 25, 2024** will receive a partial refund ($20 administrative fee).

NO REFUNDS on cancellations received after **October 25, 2024**.

Registrations are transferable.

**Advance orders and pre-payment for all Award Breakfast MUST BE RECEIVED by October 25, 2024 in order to meet facility meal guarantee requirements. Special event tickets will not be sold on site.**

**SECTION IV – SPECIAL REQUIREMENTS**

Please indicate any special requirements (dietary restrictions, handicap accessibility, interpreter, etc.) in this space or contact the TOI office. Special requirements can only be accommodated if requested at least two weeks in advance of Conference:

**SECTION III – PAYMENT INFORMATION**

**Payment must accompany advance registration form and should include Registrations and Award Breakfast tickets. A $3.50 credit card processing fee is added if using a credit card.**

**r** Check Enclosed **r** Visa **r** MasterCard

Card Number: Expiration Date:

Name on Card:

Billing Address:

Cardholder’s Signature:

**Send this Registration Form to:**

**Township Officials of Illinois**

**3217 Northfield Dr.**

**Springfield, Illinois 62702**