



Done 9-10-13  
Cullen S.

222 West State Street, Trenton, New Jersey 08608  
PHONE (609) 695-3481 • FAX (609) 695-0151  
EMAIL league@njslom.com • www.njslom.com

William G. Dressel, Jr., EXECUTIVE DIRECTOR

Michael J. Darcy, CAE, ASSISTANT EXECUTIVE DIRECTOR

September 6, 2013

Dear Municipal Clerks:

SEP 10 2013

REMINDER:  
CONFERENCE PRE-REGISTRATION DEADLINE IS OCTOBER 1, 2013

Pre-Registration Fees

Online Registration and Paper Registrations are available

FEE: \$55.00 GOVERNMENT OFFICIALS      \$105.00 NON-GOVERNMENT OFFICIALS

Onsite Registration Fees

CONFERENCE ONSITE-REGISTRATION NOVEMBER 19-21, ATLANTIC CITY, NJ

FEE: \$65.00 GOVERNMENT OFFICIALS      \$125.00 NON-GOVERNMENT OFFICIALS



Please note that all attendees must have a badge in order to enter the convention center.

For Online Registrations – Government Officials Only

1. Register Online go to [www.njslom.org](http://www.njslom.org) scroll down to "98th Annual League Conference" then click into "For Conference Details" and click on the "online registration" link. On-Line Registration is valid for Government Officials Only – ALL Others must register via paper Registration.
2. After registering, you will immediately receive notification that your registration was received (remittance invoice form)
3. if paying by check send check and a copy of the online remittance invoice form to the League
4. If paying by Purchase order/voucher, submit online remittance invoice form to your finance department to ensure payment. Send a copy of the remittance invoice form to the league with your check and or purchase order for signature (if applicable)

Please do not duplicate on-line registrations through the mail with paper registrations. There are No Cancellations and No Refunds after processing paper registrations or online registrations.

If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds.

For Traditional Paper Registrations - Government and Non-Government Officials

Enclosed you will find a pre-registration voucher certification order form (approved by the Local Finance Board) for the 2013 Annual League Conference scheduled for November 19-21. This form may be freely reproduced. Each official in your municipality or individual in your organization who desires to pre-register should either register online (if applicable) or complete the attached paper registration form and return a copy to the league office. Each pre-registration form must be accompanied either by its own voucher certification, purchase order form or payment in the form of a check. All Non-Government Officials must send in a check with their pre-registration form in order to be processed.

**NJLM Does Not accept credit/debit cards.**

Paper Registrations:

1. Complete the entire form
2. Mail form back with a check or
3. Insert your in-house P.O./voucher number certified by the approval official, *since the Local Finance Board has approved this form your voucher for separate claimant's signature is not needed.* However, a certification signature by the municipal approval official is required on the form
4. If your municipality requires a claimant's signature, enter the in-house P.O./voucher number and mail the P.O./voucher with the form to the League office (a certification signature by the municipal approval official is required on the form)
- 5.

(Over)

**Upon Receipt of Orders via paper registrations or online registration, No Cancellations, No Refunds**

**NJLM Does Not Accept Credit / Debit Cards.**

**Badge Mailings:**

All government officials who have pre-registered for the Conference will receive their badge insert in the mail starting November 1, 2013. They will have only to stop briefly at the "Pre-registered Counter" in the Atlantic City Convention Center to obtain their plastic badge holder and program.

**Individuals who lose or forget to bring their badge to Atlantic City should identify themselves at the "Pre-registered Counter" where they will receive a replacement badge.**

Badges will have barcodes printed on them so you can give your contact information to vendors with a "swipe" of your badge. Your contact information will also be available for vendors who want to send you special information before and after the conference.

The League's Executive Board has established a **NO REFUND policy on canceled registrations.** Individuals who find that they cannot attend, however, may transfer their registration and badge to another party. That party must bring the original badge to the "Pre-registered Counter" as proof of payment and a new badge will be issued.

If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds.

**For Onsite Registration**

Municipal officials may register onsite with a check, purchase order or cash. Please note onsite registration fees are higher than pre-registration fees. Non-Government officials may register onsite with a check or cash only.

Onsite registration fees are as follows: Government Fees: \$65.00 Non-Government Fees: \$125.00 Spouse: Complimentary

**The cut-off date for pre-registrations is October 1, 2013.**

All persons not pre-registered by that date must wait to register on site in Atlantic City.

**IMPORTANT**

PLEASE FORWARD TO YOUR FINANCE AND PURCHASE ORDER DEPARTMENTS

**MAIL FORMS AND CHECKS AND MAKE PAYABLE TO:**

**New Jersey League of Municipalities  
222 West State Street  
Trenton, NJ 08608**

Very truly yours,



William G. Dressel, Jr.  
Executive Director

WGD/gk  
Enclosure



New Jersey State League of Municipalities  
222 West State Street, Trenton NJ 08608

98<sup>th</sup> Annual League Conference  
(Voucher Certification and Pre-Registration Form)  
Atlantic City Convention Center November 19-21, 2013

**PRE-REGISTRATION FEE**

**\$55.00 Delegate Fee - \$5.00 Student Fee**

No Refunds, Cancellations, or Faxes

Registrations Must Be Postmarked by October 1, 2013

MAKE ALL CHECKS PAYABLE TO :

NJLM, 222 West State Street, Trenton, NJ 08608

**Delegate Registration Form Only**

(Delegates: Includes Municipalities, State, County, Local Governments and Municipal Utilities and Authorities)

**\*NO REFUNDS OR CANCELLATIONS, YOU MAY TRANSFER A BADGE TO ANOTHER\*  
TRANSFER BADGE(S) MUST BE PRESENTED AT THE PRE-REGISTRATION COUNTER**

**Mailing/Billing Contact Information**

Municipality or Organization: \_\_\_\_\_  
(Twp/Boro/City) (County)

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(CONFIRMATIONS WILL ONLY BE SENT TO MAILING CONTACT, IF MAILING CONTACT IS ATTENDING REGISTER BELOW)

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Check if the address above is not the billing and/or shipping address - Use the other side of this form for different billing/shipping addresses  
(PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED)

**ATTENDEE INFORMATION**

\*(Print or Type Registrants Information Below)

Spouse badges are complimentary

Pre-Registrants Names	Title	Email Address	Spouse First & Last Name (No Titles allowed) Guest, or TBA (Not Acceptable) Valid Example: "Bob Smith"
Jane Smith (No Abbreviations)	Business Administrator (No Abbreviations)	jsmith@yourmunicipality.com	CEU'S NOT VALID FOR A SPOUSE BADGE- A spouse who is a government official must register as a government official
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If More Room is Needed, See Other Side of this Form (This Form May be freely Reproduced) Check If Additional Names on the Other Side

(PLEASE NOTE ALL FIELDS BELOW ARE REQUIRED FIELDS AND MUST BE FILLED OUT COMPLETELY, INCOMPLETE FORMS WILL BE RETURNED UNPROCESSED)

**CLAIMANTS' CERTIFICATION DECLARATION**

I do solemnly declare and certify under the penalties of the Law that the bill/invoice statement is correct in all its particulars; that the materials/articles will be furnished or services rendered as stated herein and that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Date: August 1, 2013

Federal Identification: 21-6000935

William G. Dressel, Jr., Executive Director:

**\*NO REFUNDS/CANCELLATION ONCE ORDER IS PROCESSED/RECEIVED\* "If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."**

**1. Registering with Purchase order/Voucher**

I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim.

Payment chargeable to Account(s): \_\_\_\_\_ In House PO# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Please do not fax back we need original form with original signature CFO, Finance Director

**2. Registering with Enclosed Check #** \_\_\_\_\_ In The Amount of \$ \_\_\_\_\_

NJLM USE (ONLY) Date recv'd _____ chk recv'd _____
<b>FOR DATA ENTRY / PERSONNEL USE (ONLY)</b>
Check, all that apply to confirm accuracy of this Order
Registration Type: _____ Municipal
Registering by: _____ Check _____ PO/Voucher _____ \$



New Jersey State League of Municipalities

Municipality or Organization: \_\_\_\_\_  
(Twp/Boro/City) (County) Governments only

Contact First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

**CONTINUE**

**ATTENDEE INFORMATION**

\*(Print or Type Registrants Information Below)

Spouse badges are complimentary

	Pre-Registrants Names	Title	Email Address	Spouse First & Last Name (No Titles allowed) Guest, or TBA (Not Acceptable) Valid Example: "Bob Smith"
	Jane Smith <i>(No Abbreviations)</i>	Business Administrator <i>(No Abbreviations)</i>		CEU'S NOT VALID FOR A SPOUSE BADGE- A spouse who is a government official must register as a government official
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This form was approved by the Local Finance Board and meets the requirements for certification of performance of service (See Certification, On the Front of This Form). Since the Local Finance Board has approved this form your voucher for separate signature is not needed. However, for tracking inquiries on pre-registration(s) please insert in-house purchase order/voucher number(s) where indicated on the front of this form.

**Billing Address** (If different from address on front of form)

**Shipping Address** (If shipping address different from billing enter below)

Address: \_\_\_\_\_ (required)

Address: \_\_\_\_\_ (required)

Address Continue \_\_\_\_\_

Address Continue \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ (required)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ (required)

**\* PAPER REGISTRATIONS MUST BE POST MARKED BY OCTOBER 1, 2013**

**\* WE DO NOT ACCEPT FAX REGISTRATIONS – THEY WILL NOT BE ACKNOWLEDGED OR PROCESSED**

**\*NO REFUNDS OR CANCELLATIONS\***

(YOU MAY TRANSFER A BADGE TO ANOTHER\* TRANSFER BADGE(S) MUST BE PRESENTED AT THE PRE-REGISTRATION COUNTER)

"If an event is cancelled by NJLM, registration fees for that event will be refunded in full. Modification of events will not be cause for refunds."

**\* IF REGISTERING ONLINE DO NOT USE THIS PAPER REGISTRATION \***



New Jersey State League of Municipalities

## **MICHAEL A. PANE AWARD**

**Nominations Requested by September 30, 2013**

For the 11<sup>th</sup> Annual Award to be presented at the  
*98<sup>th</sup> Annual Conference of the New Jersey State League of Municipalities*  
November 21, 2013  
during a session of the New Jersey Institute of Local Government Attorneys

**Honorarium \$500.00**

The award is to honor a local government professional (attorney, engineer or planner) who personifies outstanding ability, integrity, and ethics in his or her dealings with local governments.

**Nominations should include a short biography and a letter explaining your reasons for nominating the individual. We will need the contact information for your nominee as well as your contact info.**

**PLEASE FAX OR MAIL YOUR NOMINATION TO:**

**Gayle A. Krygier  
N.J. State League of Municipalities  
222 West State Street  
Trenton, New Jersey 08608  
Fax: (609) 695-5156**

After receiving the award, the honoree will provide an essay of 500 words or less on the subject of ethics in government. This essay will be published. Upon receipt of the essay the honorarium will be issued.

The Michael A. Pane Memorial Fund was established to support the funding of educational courses and similar endeavors promoting ethics in local government. Donations are tax deductible.

*For additional information call Frances Pane at (609) 977-8405*