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District 8

Date: February 22, 2018

To: All County Commissioners, Elected Officials and County Employee's

RE: ACCO Spring Conference Registration Information
March 28th & 29th

From: Felicity Johnson, Meeting Planner
Amanda Beadnell, Co-Meeting Planner

Dear Counties,

Please find attached the County Packet for the upcoming ACCO Spring Conference, March 28th & 29th at the Embassy Suites Hotel and Conference Center.

We have included a tentative agenda, but be looking for updates in the coming weeks. It is sure to be packed with speakers, meetings, vendor connections, fellowship and so much more!

You can register online by visiting our webpage at www.okacco.com and click on the green button that states "County Registration" from there you can fill out your info and hit submit! Remember, this is just for the registration portion; you will still need to fax your completed hotel form to the appropriate hotel.

We hope to see you all there, please make sure to get your paper work in before the deadline.

Questions? Call Felicity Johnson at (405) 516-5317, email: info@okacco.com

Thank you!!

ACCO Spring Conference "Tentative Agenda"

March 28th - 29th, 2018

(Please note the agenda is tentative and speakers and/or workshops can change)

Wednesday, March 28th, 2018

6:00am	Exhibit Hall Early Set Up	OK "F,G,H,I,J"
7:00 - 8:30am	Legislative Breakfast	ACCO Building
7:30am	Registration Opens	East Lobby
7:30am	Exhibit Hall Opens	OK "F,G,H,I,J"
8:30am	ODOT Cab Meeting	Sooner "A & B"
9:00am	County Engineers Meeting	Boomer "A & B"
10:00am - 11:30am	ACCO FORUM **Gary Batton, Chief of the Choctaw Nation of Oklahoma **Robert Henry, Former Federal Appeals Court Judge & Former Oklahoma Attorney General **Gene Wallace, ACCO Executive Director	Oklahoma "E"
11:30am - 1:30pm	VISIT WITH YOUR VENDORS (Lunch on your own)	OK "F,G,H,I,J"
1:30pm - 3:30pm	GENERAL SESSION *Invocation *Welcome - ACCO President Doug Hubbard * National Anthem, Commissioner Jack Strain Candidates for Office: *Representative Leslie Osborn *Cyndi Byrd *Dana Murphy *Bill Case Legislative Update *OSU-LTAP Road Scholar Awards *Gene Wallace, Executive Director	Oklahoma "E"
3:30pm - 4:00pm	District Meetings (CED's may follow)	
4:30pm	Registration Closes	
4:30pm	Exhibit Hall Closes	
5:30pm	Hospitality Buffett	Boomer/Sooner A & B
7:30pm - 11:30pm	Logan County Badlands Band & Dance	Oklahoma "A, B, C"

ACCO Spring Conference "Tentative Agenda"

March 28th - 29th, 2018

(Please note the agenda is tentative and speakers and/or workshops can change)

Thursday, March 29th, 2018

7:30am	Registration Opens	East Lobby
7:30am	Exhibit Hall Opens	Oklahoma "F,G,H,I,J"
8:30am - 9:15am	Legislative Update	Boomer "A & B"
10:00am - 11:30am	Weathering the Legislative Session Traveling to the State Capital to Meet with Your Legislators Commissioners Commissioners Assistant/Support Personnel Workshop	Oklahoma "A & B"
10:00am	ACCO Ladies	PDR 1
11:00am - 1:30pm	Lunch on Your Own Visit with the Vendors	Exhibit Hall
2:00pm	Exhibit Hall Tear Down	
1:30pm - 2:15pm	Power of the Pools 1. Workers Comp 2. Property & Liability Commissioner, Commissioner Assistant, Support Personnel	Oklahoma "A & B"
2:15pm - 3:00pm	Commissioner, Commissioner Assistant, Support Personnel Workers' Comp	Oklahoma "A & B"
4:30pm	HAIL YEAH! BINGO & BUFFETT	

2018 Spring Conference

March 28th & 29th

ACCO County Registration

Please register online at our website www.okacco.com.

Or you can fill out this form and mail with payment to the following:
ACCO, Attn: Felicity Johnson 429 NE 50th Street, Oklahoma City, OK 73105.

County _____

Title _____

Name _____

Spouse/Guest _____

PO# _____

Total \$ _____ (if AFTER 3/9/18, please use late fee amount)

Registration Information

Registration Fee – BEFORE 3/9/18

Commissioner/Elected Official:	\$95.00
County Employee:	\$35.00
Commissioner Spouses/Guest	Free
Elected Official Spouses/Guest	\$20.00
County Employee Spouses/Guest	\$20.00

Registration Fee- AFTER 3/9/18

Commissioner/Elected Official:	\$105.00
County Employee:	\$45.00
Commissioner Spouses/Guest	Free
Elected Official Spouses/Guest	\$20.00
County Employee Spouses/Guest	\$20.00

Conference Policies

Attendance Policy: All county employees **MUST** be registered to attend the conference or individual workshops. Name badges will be provided and are required to participate in any prize drawings.

Refund Policy: If your registration has been PAID and you wish to cancel prior to March 9, 2018, a full refund will be issued back to the county.

Registrations are NON-Refundable after March 9, 2018 and are not transferable to a future conference date.

By signing this registration form "I/We" agree to the following:

- I/We have filled out and read the registration form and all of the policies; including the Attendance & Refund policies.
- I/We also authorize that The Association of County Commissioners of Oklahoma shall have absolute right to publish and use any and all photographs or videotaping for use on line or in any publications that have been taken of myself and/or my children at an ACCO Conference Event during 2018.

Signed: _____ Title: _____ Date: _____

HOTEL INFORMATION & RESERVATION FORM

Please fax this form with PO to the correct hotel when making reservations.
Make sure to ask for the ACCO room block

Main Conference Hotel

Overflow Hotels Still Available

Embassy Suites
Hotel & Conf. Center
 2501 Conference Dr.
 Norman, OK 73069
 405-364-8040
 County Room Rate is
 \$94.00/night
Breakfast Included

Fax # 405-253-3550

Holiday Inn
Express & Suits
 2500 Conference Drive
 Norman, OK 73069
 405-928-5300
 County Room Rate is
 \$94.00/night
Breakfast Included

Fax # 405-928-5311

Hilton Garden Inn
 700 Copperfield Drive
 Norman, OK 73072
 405-579-0100
 County Room Rate is
 \$94.00/night
Breakfast NOT Included

Fax # 405-579-1414

When making reservations, please fill out this form completely and fax to appropriate hotel.

Name of the Guest:		
Arrival Date :	Departure Date:	
County/Company:		
Billing Address:		
City:	State:	Zip:
Reservations Requested By:		
Email Address:	Phone #	
Please bill for: (please circle all choices to be billed)		
All Charges	Meals	Internet
		Room Only
PO's Must Reflect Rooms and Incidentals on the PO Descriptions		

Hotel Policy:

- Fax Reservation Form and copy of County PO to the correct hotel listed above
- Reservations are NOT confirmed WITHOUT a copy of the COUNTY PO
- Call and confirm room reservation 24/48 hours after faxing, retain confirmation # for your records
- NO-SHOWS and/or FAILURE to check in the first night will still be charged 1 night stay and lose their entire reservation.
- Early check-outs will result in a \$50.00 charge

If you are tax exempt, fax this form along with your PO and a Tax Exempt Letter.

If you are paying by credit card, fax your reservation form and call local hotel phone number listed above with credit card information.