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Date: February 2, 2016

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

RE: ACCO Spring Conference
March 30th and 31st, 2016

From: Felicity (Felix) Johnson, Meeting Planner
Amanda Beadnell, Co-Meeting Planner

Dear Counties,

Please find attached the County Packet for the upcoming ACCO Spring Conference, March 30th & 31st, 2016 at the Embassy Suites Hotel and Conference Center.

The "tentative agenda" will give you an idea of all the great speakers and activities that are planned for this conference.

You also will find (2) hotel forms for the hotels that we are utilizing for our conference. The Holiday Inn Express will now be our overflow hotel. Please make sure when making your reservations that you speak with the actual site location with the phone numbers I have provided. Also, if you do not hear from your hotel selection within 72 hours please call and get your confirmation number for your room stay.

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

Questions? Call Felicity (Felix) Johnson at (405) 516-5317, email: felixj@okacco.com and Amanda Beadnell, (405) 516-5324, email: amandab@okacco.com.

Thank you

ACCO Spring Conference "Tentative Agenda"

****Updated 3/16/16****

Wednesday, March 30th, 2016

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
10:00-11:45am	HOT TOPIC EFFECTIVE COMMUNICATIONS *Effective Communication *Social Media 101	Oklahoma "E"
11:45am-1:30pm	VISIT WITH YOUR VENDORS (Lunch on your own)	Oklahoma "F,G,H,I,J"
1:30pm-3:30pm	General Session *Invocation *Welcome, Gary Starns ACCO President *National Anthem- Mandy Snyder, Noble County Assessor *Mike Patterson Transportation Director - ODOT <hr/> "OSU iMedicine" Dr. Kayse M. Shrum, D.O. President, OSU Center for Health Sciences Dean, College of Osteopathic Medicine Professor of Pediatrics <hr/> *Representative Charles McCall *Governor Anoatubby, Chickasaw Nation *Gene Wallace, Executive Director, Notes	Oklahoma "E"
3:30pm-4:00pm	District Meetings District #1 District #2 District #3 District #4 District #5 District #6 District #7 District #8 (CED's may follow)	Oklahoma "E" Oklahoma "A" University "A" University "B" Oklahoma "C" Northpark Noble Oklahoma "B"

Wednesday, March 30th, 2016

4:30pm	Registration Closes	
4:30pm	Exhibit Hall Closes	
5:30pm	Buffet in Hallway	Sooner A & B
7:30 to 11:30pm	Entertainment & Dance *The Thomas Martinez Band	Oklahoma "A,B,C"

Thursday, March 31st, 2016

7:30am	Registration Opens	East Lobby
7:30am	Exhibit Hall Opens	Oklahoma "F,G,H,I,J"
7:30am - 10:00am	Visit with your Vendors	Oklahoma "F,G,H,I,J"
10:00am - 11:30am	Commissioners & Personnel Workshop *Interactive Communication Seminar *Insurance Programs Dusty Birdsong, Insurance Administrator *Health & Wellness Oklahoma	Oklahoma A & B
10:00am - 11:30am	Commissioners Workshop *Oklahoma Tribal Transportation Council	Oklahoma C & D
10:00am	ACCO Ladies	PDR 1
11:00am - 1:30pm	Lunch On Your Own Visit with the Vendors	Oklahoma "F,G,H,I,J"
12.45pm	Hoop Madness & Thunder Up Match & Win Game Drawings	Oklahoma "F,G,H,I,J"
2:00pm	Exhibit Hall Tear Down	
1:30pm - 3:00pm	Commissioner & Support Personnel Workshop *Legislative Update, Bill Case *Legislative & Transportation Communication	Oklahoma A & B
5:30pm	March Madness Bingo & Buffet	Oklahoma "F"

COUNTY REGISTRATION FORM for ALL

County Employees
ACCO CONFERENCE

Embassy Suites Hotel & Conference Center
2501 Conference Drive, Norman OK
(405) 364-8040

Commissioners/Elected Officers/ County Employees:

Name: _____

County: _____

Title: _____

Guest/Spouse: _____

PO # _____

TOTAL: _____

Registration Fee - BEFORE 3/11/16

- Commissioner \$95.00
Commissioner Spouse \$0.00
Elected Officers \$95.00
County Employee \$35.00
Guest Spouse \$20.00

Registration Fee - AFTER 3/11/16

- Commissioner (late) \$105.00
Elected Officers (late) \$105.00
County Employee (late) \$45.00

Attendance Policy:

All persons attending ALL or ANY PART of an ACCO Conference WILL BE required to register.
Name Badges are NOT to be shared.

Refund Policy:

If your registration has been PAID and you wish to cancel prior to March 1st, 2016. A full refund will be issued back to the county.

Registrations are NON-Refundable after March 1st, 2016 and are not transferable to a future conference date.

Hotel Policy:

- Fill out the EMBASSY HOTEL REGISTRATION FORM
Fax completed form with the County PO form to the fax number provided
Forms with out a PO form attached will NOT be accepted and no reservation will be made
Verify with the hotel that your reservation has been made/get your confirmation number
Failure to check in the your First night of reservation will Cancel your Entire reservation
NO SHOWS will be charged 1 night room rate for Non-cancellation
Early Check-Outs will be charged a \$50.00 early check out fee

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 and Hotel 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 me during an ACCO Conference Event during 2016.

Signed: _____ Title: _____ Date: _____

Spouse: _____

(Note: All Spouses must sign registration form)

FAX OR MAIL REGISTRATIONS BACK TO: Felix Johnson or Amanda Beadnell
ACCO, 429 NE 50TH STREET, OKC, OK 73105
FELIX (405) 516-5317 - AMANDA (405) 516-5324 - FAX (405) 524-3700

ASSOCIATION OF COUNTY COMMISSIONERS OF OK

(2) HOTELS TO CHOOSE FROM

Please fax hotel form with PO to the correct hotel when making reservations. Make sure to ask for the ACCO or Association of County Commissioner's room blocks.

Main Conference Hotel

Embassy Suites Hotel & Conf. Center

2501 Conference Drive
Norman, OK 73069
405-364-8040

County Room Rate is \$90/night
Based upon availability/ includes breakfast

OVERFLOW HOTEL INFORMATION

Holiday Inn Express & Suites

2500 Conference Drive
Norman, OK 73069
405-928-5300

County Special Room Rate is \$90/night
based upon availability/ includes breakfast

IMPORTANT NOTICE!

- PLEASE MAKE SURE TO OBTAIN YOUR CONFIRMATION NUMBER FOR YOUR RESERVATION
- IF YOU DO NOT CHECK IN ON THE SCHEDULED DATE YOUR ENTIRE RESERVATION WILL BE CANCELLED
 - THERE IS A FEE FOR NO SHOWS AND EARLY CHECK OUTS

For further information or questions please contact:

Felicity (Felix) Johnson
Meeting Planner
Ph: (405) 516-5317
felixj@okacco.com

or

Amanda Beadnell
Co-Meeting Planner
Ph: (405) 516-5324
amandab@okacco.com

OVER FLOW HOTEL RERSERVATION FORM

Holiday Inn Express & Suites

2500 Conference Drive

Norman, OK 73069

Phone:(405) 928-5300

(Please call/fax the local numbers for reservations)

Fax: (405) 329-1525

Conference attendees the Holiday Inn will serve, as our overflow hotel for the ACCO Conferences
This is the new hotel next door to the Embassy Suites.

Please fill out the following form and return fax to:

Holiday Inn Express

Fax: (405) 329-1525, Attention: Mary Maly

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

*******NOTE*******

- Fax Reservation Form and Copy of County PO to the above fax number
- Reservations are NOT confirmed WITHOUT a copy of the COUNTY PO
- PO's must reflect "Room and Incidentals" on the description
- Number of Rooms and Rates are based on Group Contract
- Call and confirm room reservation 24/48 hours after faxing
- NO-SHOWS will be charged 1 nights stay and loss of entire reservation
- Early Check-outs will have a be assessed a charge per hotel policy

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 with credit card information.