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June 12, 2017

To: County Commissioners, Elected Officials and all County Employees

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

RE: ACCO 2017 Summer Conference  
Embassy Suites, Norman, OK

Dear Counties,

It is Summer Conference time again! The conference dates are August 2<sup>nd</sup> & 3<sup>rd</sup>. Please find attached the county packet for the upcoming event. The tentative agenda will give you an idea of all the educational meetings, speakers, and fun activities that are planned for this conference. Also included is a registration form, and a hotel form that will need to be filled out and faxed to the appropriate hotel.

Please read carefully to ensure you understand all the policies the hotel has in place. When you are making your reservations, be sure that you speak with the actual site location with the phone numbers provided on the form. Also, if you do not hear from your hotel select within 72 hours, please call and get your confirmation number for your room stay.

Don't forget, we now offer convenient online registration! You may access this by going to our website, [www.okacco.com](http://www.okacco.com), and selecting "County Registration" on the homepage. This means no more dealing with failed faxes or scans, more accuracy for name badges and a simple way for you to get registered!

We hope to see you all there, and please note the deadline of July 14<sup>th</sup> to get your paperwork/online submission in!

For questions and/or more information please contact:

Felicity (Felix) Johnson  
**Meeting Planner**  
Ph: (405)516-5317  
Fax: (405)576-3153  
[info@okacco.com](mailto:info@okacco.com)

\*\*Packet Includes: Tentative Agenda(2 pages), ACCO County Registration Form, Hotel Form, Cooking Form\*\*

# ACCO SUMMER SAFETY CONFERENCE

**\*\*TENTATIVE AGENDA\*\***

**AUGUST 2ND & 3RD, 2017**

**EMBASSY SUITES HOTEL, NORMAN, OK**

## Wednesday, August 2nd, 2017

6:30AM - 7:30AM	EARLY SET UP "OK E"
7:30AM	REGISTRATION OPENS
7:30AM	EXHIBIT HALL OPENS "OK E"
9:00AM	ODOT CAB MEETING "SOONER A-B"
9:45AM	COUNTY ENGINEERS MEETING "BOOMER A-B"
10:00AM	ACCO LADIES "PDR 1"
10:00AM - 11:30AM	ACCO FORUM TBA "OK F"
11:30AM - 1:30PM	VISIT WITH YOUR VENDORS "OK E"

1:30PM - 3:30PM	GENERAL SESSION WELCOME, GARY STARNIS, ACCO PRESIDENT INVOCATION & FLAG SALUTE NATIONAL ANTHEM SPEAKERS - TBA EXECUTIVE DIRECTOR NOTES, GENE WALLACE PRIZE DRAWINGS "OK F"
3:30PM - 4:30PM	DISTRICT MEETINGS (CED MEETINGS MAY FOLLOW)
4:00PM	REGISTRATION CLOSES
5:00PM	EXHIBIT HALL CLOSES "OK E"
5:30PM	HOSPITALITY BUFFETT EAST CONFERENCE HALLWAY
7:30PM - 11:30PM	LOGAN COUNTY BADLAND BAND & DANCING "OK A, B, C"

MUST BE A "PAID REGISTERED" ATTENDEE TO BE ELIGIBLE TO WIN PRIZES.

NAMEBADGE/WRISTBANDS MUST BE WORN DURING THE CONFERENCE

# ACCO SUMMER SAFETY CONFERENCE

**\*\*TENTATIVE AGENDA\*\***

**AUGUST 2ND & 3RD, 2017**

**EMBASSY SUITES HOTEL, NORMAN, OK**

## Thursday, August 3rd, 2017

7:30AM	REGISTRATION OPENS
7:30AM	EXHIBIT HALL OPENS "OK E"
7:30AM - 11:30AM	VISIT WITH YOUR VENDORS "OK E"
11:30AM	SAFETY SPEAKER HEATH MARTIN, NORTHFORK ELECTRICAL COOP "OK F - J"
12:00PM	HOTDOG/HAMBURGER LUNCH PROVIDED BY: WARREN CAT, P & K, SNB BANK "EAST PARKING TENTS"

1:00PM - 4:00PM	FAMILY FUN CARNIVAL CARNIVAL GAMES & INFLATABLES CARICATURE ARTIST MONA LISA FACE PAINTING ANDY THE AMBULANCE DIPPIN DOTS AMAZING YOU PHOTO BOOTH "OK A - D"
1:00PM - 4:00PM	FAMILY FUN CARNIVAL! ARCHERY CONTEST STEER ROPING CONTEST "SOONER A & B"
5:00PM	15TH ANNUAL COOK OFF & PICNIC "OK E - J"
5:45PM	KIDS MOVIE NIGHT AGES 0 - 5, G RATED MOVIE (MUST BE ACCOMPANIED BY A PARENT) "BOOMER A - B" AGES 6 - 11, PG RATED MOVIE "SOONER A & B"

MUST BE A "PAID REGISTERED" ATTENDEE TO BE ELIGIBLE TO WIN PRIZES.  
NAMEBADGE/WRISTBANDS MUST BE WORN DURING THE CONFERENCE



# ACCO County Registration Form

Please fill out all **highlighted** areas and sign at the bottom.

You can mail, email or fax your completed forms to:

ACCO, Attn: Felicity Johnson 429 NE 50<sup>th</sup> Street, Oklahoma City, OK 73105.

Email: [info@okacco.com](mailto:info@okacco.com)

Phone: 405-516-5317

County \_\_\_\_\_

Title \_\_\_\_\_

Name \_\_\_\_\_

Spouse/Guest \_\_\_\_\_

PO# \_\_\_\_\_

Total \$ \_\_\_\_\_ (if AFTER 07/14/17, please use late fee amount)

All family members are welcome to attend, free of charge. Please help us with planning for meals by providing a total number of any ADDITIONAL guests that will be attending.

<u>AGE GROUPS</u>	<u># OF ADDITIONAL GUESTS</u>
0 - 5 YEARS	_____
6 - 11 YEARS	_____
12 YEARS & OLDER	_____

## Registration Information

### Registration Fee – BEFORE 07/14/17

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

### Registration Fee- AFTER 07/14/17

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

No registration fee for spouses, children or any other family members of paid registered attendee.

## Conference Policies

**Attendance Policy:** All county employees **MUST** be registered to attend. Name badges will be provided and are required to participate. Family members attending will need a wristband; they will be available at the registration desk.

**Refund Policy:** If your registration has been PAID and you wish to cancel prior to July 14, 2017, a full refund will be issued back to the county.

Registrations are NON-Refundable after July 14, 2017 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 2017.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

You can register online, email or mail your completed form to:  
Felicity Johnson [info@okacco.com](mailto:info@okacco.com); or MAIL to ACCO 429 NE 50<sup>th</sup> Street, OKC, OK 73105

# 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

## Overflow Hotels Still Available

### Main Conference Hotel

**SOLD OUT!!**

**Embassy Suites**  
**Hotel & Conf. Center**  
 2501 Conference Dr.  
 Norman, OK 73069  
 405-364-8040  
 County Room Rate is  
 \$92.00/night  
Breakfast Included

Fax # 405-253-3550

<p><b>Holiday Inn</b>  <b>Express &amp; Suits</b>          2500 Conference Drive          Norman, OK 73069          405-928-5300          County Room Rate is          \$92.00/night  <u>Breakfast Included</u></p>	<p><b>Hilton Garden Inn</b>          700 Copperfield Drive          Norman, OK 73072          405-579-0100          County Room Rate is          \$92.00/night  <u>Breakfast NOT Included</u></p>
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Fax # 405-928-5311

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
<b>*PO's Must Reflect Rooms and Incidentals on the PO Descriptions*</b>		

## 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.

# Show Off Your Culinary Skills

## ACCO's 15<sup>th</sup> Annual Cook-Off Contest!

**There is prize \$\$\$\$ up for grabs.**

**As well as the very coveted**

**Traveling Trophy!**

**How do you get to sign up for such a fun event? Fill out the below information and return to ACCO by July 8<sup>th</sup>.**



Cook's Name: \_\_\_\_\_

County/Company: \_\_\_\_\_

Choice of Meat: \_\_\_\_\_  
(reasonable cost)

Amount of Meat Requested: \_\_\_\_\_

Title of Entrée: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
(if different from the cook)

Contact Phone #: \_\_\_\_\_

**Fun Fact: Dee Schieber with BKL won this prestigious title last year,**

### The Deets

**When:** ACCO 2017 Summer Conference, August 2<sup>nd</sup> & 3<sup>rd</sup>. The delicious entrées will be consumed by conference attendees on the evening of the 3<sup>rd</sup> during the Safety Picnic and Award Ceremony. V.I.T's (very important tasters) will sample your creation during a blind taste testing prior to the picnic.

**Where:** Embassy Suites Hotel at 2501 Conference Drive in Norman, Oklahoma.

**Who:** Any County/State/ACCO personnel & ACCO Vendors who think they have the skills to produce mouthwatering, out of this world eats.

**Why:** Because who doesn't like to have bragging rights for a year as being the best? Plus, the money is always nice too.

### The Rules

With any good thing in life, there are a few guidelines:

- ACCO will provide or reimburse the cost of the meat of your choice, within reason. This excludes steak
- Items that will be on hand for you to use include: foil, foil pans, Head Country Seasoning, ice & gloves
  - Minimum is 25lbs of meat to be cooked
  - For reimbursements, you **MUST** have a receipt
- The Traveling Trophy will get to be in the winner's possession until the 2018 summer cook-off

**Get Your Cook On!**

**If you have a special request, speak to Dale at 405-516-5307. This page can be emailed, snail mailed, or even brought by singing telegram to:**

**ACCO, 429 NE 50<sup>th</sup> Street, OKC, OK 73105 email: [dalef@okacco.com](mailto:dalef@okacco.com)**