

Michael F. Cerra, Executive Director | Loretta Buckelew, Assistant Executive Director

**August 1, 2022**

RE: NJLM Annual Conference in Atlantic City November 15-17, 2022

Dear Municipal Clerks:

NJLM Annual Conference registration begins August 1, 2022. This is an online registration process only.

**REGISTRATION DATES & FEES**

| 2022 NJLM Annual Conference Registration Rates |   |  |                                       |   |
|--|---|--|---------------------------------------|---|
| Registration Type                              | Early Bird Discount   | Advance  |                                       | Onsite  |
|  | (Aug 1 – Sept 30)<br>Credit Card, Check,<br>Money Order & Purchase<br>Order | (Oct 1 – Oct 14)<br>Credit Card, Check,<br>Money Order &<br>Purchase Order | (Oct 15 – Nov 14)<br>Credit Card Only | (Nov 15-17)<br>Credit Card, Check,<br>Money Order, Purchase<br>Order & Cash |
| Government/Non-profit                          | \$60  | \$70   |                                       | \$75  |
| Non-Government                                 | \$120   | \$150  |                                       | \$160   |
| Student  | \$30  | \$35   |                                       | \$40  |

**Government/Non-profit:** Employees or elected officials of municipal, state, county, or other local government entities. This also includes municipal utilities/authorities and non-profit organizations.

**Non-Government:** For profit organizations/non-exhibiting companies. For exhibitor registration go to [Exhibits](#).

**Student:** Undergraduate students who are not government employees. **Online registration is currently not available for students. To register as a student, please contact Marie Kizer at [mkizer@njlm.org](mailto:mkizer@njlm.org).**

**BEFORE REGISTERING ONLINE - BE PREPARED**

1. Have your registration method available before you start the online registration process i.e. credit card, check, money order or purchase order information.
2. If you are registering others be prepared with name, title and unique email address for each registrant. A spouse registration is complimentary and an email address is required for a spouse. A spouse cannot be an employee of the organization. A spouse registration is not valid for CEU's.
3. Avoid timing out, depending on the number of registrations allow 15 - 30 minutes uninterrupted to complete a successful registration. If you time out you will need to start the process over.

**HOW TO REGISTER**

Go to [www.njlm.org](http://www.njlm.org) - Annual Conference. NJLM online registration process allows for self-registration and/or registration of others by credit card, check, money order and purchase order.

1. Check/Money Order - Payment is due within five (5) days from the date of the remittance invoice.
2. Purchase Orders - Complete the certification on the remittance invoice in its entirety, including required signatures. Mail the remittance invoice with the purchase order (if applicable), to the League office within five (5) days from the date of the remittance invoice. Payment is due within ten (10) days from the date of the remittance invoice.
3. Credit Card: Cards accepted are Visa, MasterCard, American Express and Discover. Payment is immediate. No further action is required.
4. Registering by Check, Money Order or Purchase Order - Record invoice number(s) on checks, money orders and purchase orders. **Purchase orders requiring a signature must also list the registrant(s) name and title(s) on the purchase order.** Checks, money orders or purchase orders along with a copy of the remittance invoice must be mailed to: **NJLM, Attn: Finance Department, 222 West State Street, Trenton, NJ 08608.**

## REGISTRANTS EMAIL ADDRESS POLICY

1. Each registrant must have their own unique email address. **Duplicate email addresses will not be accepted.** Inputting a duplicate email address will return an error message indicating that the email address is already attached to a registered attendee.
2. Key Contact - An individual who registers themselves and/or other attendees, if you choose the option of registering yourself and others your email address and name will automatically be placed as the first registrant on your registration list. There is no need to manually enter your email or name as a registrant.
3. Returning as the Key Contact to Register Others - As key contact, you may, at a later date, start a new registration order to register others. To do this, you must select "*I am already registered, but have returned to register others.*" This option will not place your name on the new registration list, which will not generate a duplicate email error message for yourself.

## EVENT REFUNDS AND CANCELLATION POLICY

1. Event Policy - If NJLM cancels the conference or an NJLM ticketed event, registration fees and/or applicable ticketed event fees will be refunded in full, less any non-refundable fees for credit card payments. Modification of events will not be cause for refunds.
2. Refunds and Cancellations - There are no guaranteed refunds or cancellations after an online registration is submitted for processing. See badge substitution/transfer policy below.

## BADGE SUBSTITUTION/TRANSFER POLICY

1. If a registrant is unable to attend, the registrant may give their badge (original badge) or badge pick up document with badge code to another (new registrant/substitute). The new registrant/substitute must hand in the original badge or badge pick up document with badge code onsite to get a badge printed in their name. Badge substitutions/transfers are not allowed if the new registrant/substitute is already registered. **Badge sharing is strictly prohibited.** Each attendee must have a separate registration and badge. Spouse's and student badges cannot be substituted or transferred.

## REGISTRANTS CONFERENCE EMAIL COMMUNICATIONS

1. Conference Related Communications - All online registrants will be opted into receiving Conference related communications using the email provided at registration. The purpose of these emails is to inform attendees of important Conference deadlines and other information. Emails will be sent to registrants via CivicPlus on behalf of NJLM. An unsubscribe option is available at the bottom of all Conference newsletter emails.
2. Use of Registrant's Information on Conference App - Registration information will be automatically included in the attendee networking module located within the NJLM Conference app, accessible only to registered participants. Registrants may opt out of the attendee network module at any time after completing registration by submitting the form located at [www.njlm.org/ConferenceAttendeeModuleOptOut](http://www.njlm.org/ConferenceAttendeeModuleOptOut), on the League's website, or directly within the app itself by logging into the app, under "My Profile".

## MUNICIPAL OFFICIALS ONLY

1. Attend the Business Meeting on Thursday, November 17, 2022 at 3:30 pm in the Pearl Ballroom on the second level at the Sheraton Convention Center Hotel in Atlantic City. Municipal Officials only can participate in the deliberation and adoption of Conference Resolutions, which sets our legislative priorities for the coming year. While the League constitution requires that the mayors or their official designees shall cast ballots, all municipal officials are encouraged to attend and participate in the deliberations.

## CODE OF CONDUCT

1. NJLM's Code of Conduct outlines expectations for all those who participate in League meetings and events, as well as the consequences for unacceptable behavior. This policy applies to any participant at NJLM events, including but not limited to staff, contractors, vendors, exhibitors, venue staff, members, presenters, and all attendees. We expect all participants to abide by this Code of Conduct in all venues at NJLM meetings and events, including ancillary events and official and unofficial social gatherings. Copy attached and a full text of the Code of Conduct is available online at [www.njlm.org/conference](http://www.njlm.org/conference).

We look forward to welcoming you back to Atlantic City.

Sincerely,



Michael F. Cerra  
Executive Director  
MC/mlk