



REGISTRATION, INVOICE & VOUCHER CERTIFICATION FORM

The Online Mini Conference
 June 10, 11,12, 2020
 9:00am-4:15p.m.

New Jersey State League of Municipalities

REGISTRATION FEE: Member Rate \$115.00* per person for all three days
Non Member \$130.00*per person for all three days

Returning a copy of this completed form insures you a reservation at the above seminar. Just send us this form with or without a check. No need to send us your voucher for a separate signature because **this form has been approved by the Local Finance Board and meets the requirements for certification of performance of service. HOWEVER, A PURCHASE ORDER NUMBER IS REQUIRED TO PROCESS THIS REGISTRATION FORM.**

CANCELLATION POLICY

If you are unable to attend this seminar, you may transfer your registration to a colleague, or fax us three working days PRIOR to the seminar and we will be happy to issue a refund.

VENDOR CLAIMANT'S CERTIFICATION AND DECLARATION		
<p>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 have been furnished or services rendered as stated herein; 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.</p>		
<p>01-01-20 Date</p>	<p>21-6000935 Federal I.D. #</p>	<p style="text-align: center;"><i>Michael Wang</i> Signature</p> <p style="text-align: right;">Executive Director Official Position</p>
<p style="text-align: center;">CERTIFICATION BY RECEIVING AGENCY</p> <p>I, having knowledge of the facts, certify and declare that the materials have been received or the services rendered and are in compliance with the specifications or other requirements, and said certification is based on signed delivery slips or other reasonable procedures, or verifiable information.</p> <p>_____ Signature</p> <p>_____ Date</p>	<p style="text-align: center;">CERTIFICATION BY APPROVAL OFFICIAL</p> <p>I certify and declare that this bill/invoice statement is correct, and that sufficient funds are available to satisfy this claim. The payment shall be chargeable to: <u>If PO is REQUIRED, THEN THE PO# MUST BE NOTED!</u></p> <p>Appropriation Account(s) Charged _____ P.O. # - MANDATORY</p> <p>Amount(s): \$ _____</p> <p>_____ Signature</p> <p>_____ Date</p> <p>_____ Title (CFO, Finance Director)</p>	

SEMINAR REGISTRATION (Please fill in all of the below information)

	Name of Seminar Registrant	Title	Registrar License Number (If Applicable)	Email Address	Municipal Phone #
1)					
2)					
3)					
4)					

Contact Person: _____
 Municipality: _____
 Address: _____ City: _____ St: _____ Zip: _____

PLEASE NOTIFY US IF YOU NEED ANY SPECIAL COMMUNICATION EQUIPMENT OR SERVICES

Please Make Out Checks to:
 New Jersey State League of Municipalities
 222 West State Street - Trenton, NJ 08608

Phone: (609) 695-3481 xtn 111
 Fax: (609) 695-0151
 Email: dbijou@njlm.org

IN CASE OF INCLEMENT WEATHER OR CANCELLATION: We will announce emergency seminar or webinar cancellations via recorded announcement on our Weather Hotline: 609-695-3481 ext. 200 and post announcements on our website www.njlm.org Facebook page [facebook.com/njleague](https://www.facebook.com/njleague), and Twitter [@NJ_League](https://twitter.com/NJ_League) after 6:00am on the morning of the meeting. Please note: If an event is cancelled by the NJLM registration fees will be refunded in full. Modification of events will not be cause for refunds.

Please Fill Out the Form Below For Each Attendee Listed Above

Name: _____

Municipality: _____

Please select the sessions you would like to be registered for:

Day 1

_____ Tax Sale 101

_____ 5g and Its Impacts on Municipalities

_____ Financial State of Affairs for NJ

_____ Licensing Update

Day 2

_____ How to Reduce the Incidence of Fraud in Municipal Operations

_____ Green Purchasing

_____ Estimated Billing

_____ Public Purchasing

Day 3

_____ How Close Are You to Being Falsely Prosecuted

_____ Cost of Sexual Harassment Claims

_____ Working from Home

_____ Electronic Records Management

Please note: Attendees will receive a confirmation email and link for each webinar they sign up for.

What Happens After You Submit the Registration Form for the Online Mini Conference

Once you have submitted the registration form and session selections to the League, here is what happens next:

1. The League will process your payment
2. (3) Three Business Days before the webinar, you will receive **a separate** personalized link for **each webinar you have signed up for**. The link will come from either "GoToWebinar" or "Danielle Holland-Htut" that will connect you to the webinar at the appointed time (**if you do not receive this link please call 609-695-3481 ext 118**)
3. At the scheduled time of the session, you will click the link provided in the confirmation e-mail and will be automatically directed to the virtual classroom.

In order to view the webinar you may have to download the GoToWebinar Codec. Depending on your browser, click "Run" or "Save" when prompted in the box at the bottom of your screen. This will install the GoToWebinar Codec and launch the webinar.

Please note, **you must sign into each webinar at the specified time.** If you sign in after the start of the webinar you may not be eligible for credit.

Last Minute Registrations (Up to One Business day before the Conference):

Potential attendees have **until one business** day before the program to register. To do this, fill out the registration form provided on the webinar announcement and then fax or e-mail a copy of your PO or Check. Once it is received, the League will e-mail over your confirmation so that you can join in on the meeting. **Please note, if you do not receive confirmations for your sessions, please contact the League at 609-695-3481 as soon as possible.**

Cancellation Policy:

Cancellations will be accepted until 4:00p.m. three (3) business days prior to the scheduled webinar. **After the Cancellation Deadline there are no refunds.**

Substitutions:

If you are unable to participate in the webinar and you would like to transfer your registration to someone else, you must Email the following information to dbijou@njlm.org or fax to 609-695-0151:

- a. Name and title of attendee being substituted
- b. Name and email of new attendee
- c. Date and title of webinar

If you have any questions on substitutions please contact Donna at 609-695-3481 ext 111

CEU Credit for Webinars

The requirements to receive CEU credits webinars are listed below. Please note, these procedures are **only for Live Webinars that have CEU credit.****

1. **Attendance**-Attendees must be present for the entire webinar. Signing in late or signing out early may result in loss of credit
2. **Attentiveness**- Attendees are expected to pay full attention to the webinar throughout the duration of the program. GoToWebinar tracks each attendee's computer. If an attendee clicks off the webinar screen at any time, this will be recorded. Please note, while the GoToWebinar system tracks each attendee, it **cannot** identify what an attendee clicks on and will not display any websites etc.

Microsoft Word Warning: If an attendee wishes to take notes on the program, we ask that you please use pen and paper. Taking notes on the computer via Microsoft Word, One Note, etc that the webinar is running from will cause a drop in the attentiveness score and can result in loss of credit.

3. **Poll Questions**- Attendees are required to answer poll questions given at random throughout the webinar. These questions will be based on the material being discussed. Attendees must answer the poll questions to qualify for credit

Once the webinar has ended, the League will review each attendee based on the three criteria above. If the attendee has met all three of these requirements a certificate of attendance will be e-mailed within the next two weeks after the program.

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****Ipad and Iphone Warning:**

We strongly recommend that you do not use your ipad or your iphone to view the webinar. Several of the tracking features are unavailable on these devices and can result in loss of CEU credit.

Please use a hardwired computer only to view webinars.