

August 1, 2021

RE: NJLM Annual Conference in Atlantic City November 16-18, 2021

Dear Municipal Clerks:

Government/Nonprofit online registration for NJLM Annual Conference begins August 1, for employees or elected officials of a municipality, state, county, local government organizations, utilities /authorities, and nonprofits. This process allows for self-registration and or registration of others by check number, money order number, purchase order number or credit card. The League no longer uses paper registrations.

HOW TO REGISTER ONLINE:

1. Registration by check/ money order number: Payment is due within five (5) days of the date on the invoice. Deadline is October 15.
2. Registration by purchase orders number: Complete the certification on the invoice in its entirety including required signatures, mail invoice with your purchase order (if applicable), to the League office within five (5) days of the date on the invoice. Payment is due within ten (10) days from the date of the invoice. Deadline is October 15.
 - After October 15 – November 12 credit card registrations only.
 - Record invoice number(s) on checks, money orders and purchase orders.
 - Mail invoices with checks, money orders and or purchase orders to: NJLM, 222 West State Street, Trenton, NJ 08608, Attn: Finance Department.
3. **New** Registration by credit card: Credit cards accepted Visa, MasterCard, American Express and Discover. Payment is immediate no further action is required. Deadline November 12.

REGISTRATION DATES AND FEES

Due to health and safety protocols, we have expanded the registration pricing for the Conference to encourage early Conference registration.

Registration Type	Early Bird Discount	Advance	Onsite
Government/Nonprofit	August 1 - October 1	October 2 - November 12	November 16 - November 18
Fees	\$60.00	\$70.00	\$100.00
	<i>All payment Types</i>	<i>Oct 2 - Oct 15 All Payment Types</i>	<i>All payment Types</i>
		<i>Oct 16- Nov 12 Credit Cards Only</i>	

(Government spouse's badges are complimentary and not valid for CEU's)

REFUNDS AND CANCELLATIONS

Refunds and cancellations are not guaranteed once an online registration is submitted for processing. See badge substitution/transfer policy below.

BADGE SUBSTITUTION/TRANSFER POLICY

If a registrant is unable to attend, the registrant may give their badge (original badge) to another (substitute registrant); the new registrant/substitute must hand in the original badge 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 not allowed. Spouse's badges cannot be substituted or transferred.

EVENT POLICY

If the League cancels the conference or a NJLM ticketed event, badge registration fees and or NJLM ticketed event fees will be refunded in full. Modification of events will not be cause for refunds.

BADGE CORRECTIONS

On or before October 5, 2021, **corrections** can only be made to the spelling of a municipality name, company name, registrant's name, and/or title. By making correction(s) on your printed remittance invoice and email it to njlm@maritz.com.

After October 5, 2021, **corrections** can only be made onsite to the spelling of a municipality, company, name, or title at the registration badge change counter on the second level of the Atlantic City Convention Center to the far right of Hall C beginning on Tuesday, November 16, 2021, at 9:00am.

BADGE MAIL DATE

For online registrations received between August 1 and October 22. Badges will be mailed starting October 25, 2021.

For online registrations received between October 22 and November 12. Badges must be pickup onsite via scan & print kiosks.

Please note that no one will be allowed in the exhibit hall, meeting rooms or League ticketed events without a badge.

NEED ADDITIONAL INFORMATION BEFORE REGISTERING

Contact mjkizer@njlm.org. In the subject line, enter "registration inquiry".

Conference Email Newsletter - New in 2021!

All registered attendees will be receiving a series of emails to keep you informed of important Conference updates, schedules, and information to help you better prepare for your week in Atlantic City. Emails will be sent from NJLM Annual Conference <noreply@civicplus.com>; Please add this address to your safelist so that you don't miss out on receiving this valuable information! Content will include:

- Health and Safety Information
- Conference App Download Day
- Housing Info
- Transportation/Shuttle Bus Schedules
- Business Meeting, NJLM Luncheons & Event Updates
- Exhibitor listings and information
- Schedule Highlights, and more.

Special Needs

If you require arrangements, sign language interpreters, or staff escorts, pursuant to the Americans with Disabilities Act at the Convention Center (ACCC) in Atlantic City, please advise the League as soon as possible. All public meeting rooms and facilities in the ACCC are equipped with assisted listening devices and are wheelchair accessible. If you have any special needs, contact 609-695-3481, ext. 118.

Code of Conduct

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 Code of Conduct is available online at www.njlm.org/conference.

We look forward to welcoming you back to Atlantic City.

Sincerely,

A handwritten signature in cursive script that reads "Michael F. Cerra". The signature is written in black ink and is positioned below the word "Sincerely,".

Michael F. Cerra
Executive Director
MC/mlk

NJLM Code of Conduct

This Code of Conduct outlines our 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 League of Municipalities (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.

The League intends to maintain a welcoming professional atmosphere in all aspects of the Annual League Conference. To that end, conduct that violates this Code should not be tolerated by anyone who witnesses it, or is subjected to it. Professional conduct includes using care in words that you choose. Harassment, even harassment that a person believes is a "joke," is unacceptable behavior. Sexist, racist, and other exclusionary jokes are unacceptable and offensive to those around you. Excessive swearing and offensive jokes are not professional behavior and violate the League code of conduct. Retaliation for reporting harassment is a violation of the Code of Conduct.

Examples of Unacceptable Behaviors and Conduct

- Intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions.
- Harmful or prejudicial comments or images related to gender, gender identity, gender expression, sexual orientation, race, ethnicity, religion, disability, age, appearance, or other personal characteristics.
- Deliberate intimidation, stalking or following.
- Harassing photography or recording.
- Sustained disruption of talks or other events.
- Unwelcome and uninvited attention or contact, including unwelcome touching or groping.
- Assault.
- Real or implied threat of harm including physical, professional, or financial.
- Advocating for or encouraging any of the above behavior.

Participants engaging in unacceptable behavior are subject to responses deemed appropriate by the League including but not limited to verbal warning, removal from NJLM events, prohibition from attending future events, notifying the offender's employer. If you are subjected to, or witness such behavior, contact League staff. All reports are confidential to the extent permitted by law.

To Report Unacceptable Behavior – All Reports Are Confidential

During the Annual League Conference, contact any League Staff Member at 609-695-3481. League Staff will direct you to a trained person who will assist you. Your report and any assistance will remain confidential to the extent permitted by law.

In Case of Sexual Assault

- To Connect with Professionals with Relevant Expertise 24/7: New Jersey Coalition Against Sexual Assault (NJCASA): 609-631-4450
- New Jersey Crime Victim's Law Center: 973-729-9342
- National Sexual Violence Hotline: 800-656-HOPE
- Rape Crisis Center in Atlantic County Atlantic County Women's Center: 609-646-6767
- For a list of New Jersey Sexual Violence Service Program in Each County go to <https://njcasa.org/find-help>