

**MCANJ ANNUAL EDUCATION CONFERENCE**

**APRIL 29 – MAY 2, 2019**

**HARD ROCK HOTEL & CASINO**

**“WE ARE MISSION CONTROL”**

**RMC CEUs & IIMC EDUCATION CREDITS GALORE**

**ETHICS-3.0; ELECTIONS-2.0; LICENSING-2.0; FINANCE-2.0; RECORDS-2.5; PROFESSIONAL DEVELOPMENT-5.0; AND 3.7 IIMC EDUCATION CREDITS**

**In order to take advantage of the discount rate, your conference registration must be made, via our website [CLICK HERE](#), no later than March 18, 2019. There is no onsite registration and registration ends on April 1, 2019.**

**Payment for all registrations must be received no later than April 12, 2019.**

**UPDATE (02/25/2019): If you are paying for your hotel room with a [purchase order](#) please follow these directions:**

- **Call: 609-449-6860**
- **Use Group Code: GCLERKS**
- **Do not hang up if you encounter dead time between recorded messages.**
- **You will be required to provide a credit card, but no charges will be made pending receipt of the PO.**
- **Request total cost of the stay including taxes in order to process the PO in the correct amount.**
- **Submit your PO to one of the folks listed at the bottom of this announcement.**

Are you ready to blast-off for the opportunity to expand your knowledge of the workings of local government and your job responsibilities, renew acquaintances and make new friends? Well here is your opportunity.

Over the past many months, the MCANJ's Annual Education Conference Committee has been successful in putting together our conference, with the theme, "We Are Mission Control". This is the ultimate opportunity to learn about and discuss issues, ideas and work that focus on topics of mutual concern. Our theme is centered on Apollo 13; situation in crisis and a team of professionals there with the solution.

For detailed conference information and to register: **[CLICK HERE](#)**. Please complete the registration form with the same information you registered your MCANJ membership to assure appropriate membership pricing. After completion of the form, click on **[SUBMIT](#)**, and an invoice/confirmation will appear on the screen which includes our signed certification. Print two copies.

If you are paying for your registration by personal check, mail your check along with your invoice/confirmation to our Second Vice President, Eileen Gore, at the address shown at the top of the invoice. If payment is made with a purchase order, the certification has already been approved by the Division of Local Government Services, thus there is no need for a vendor signature. Simply attach our invoice/confirmation to your requisition and submit to your employer for PO processing and payment. If your employer wants to see the DLGS approval, it can be found on our website [www.njclerks.org](http://www.njclerks.org) under "ABOUT US".

In order to take advantage of the membership rate for the conference registration, you must be a currently registered MCANJ paid member. The database will automatically check this once you hit the submit button.

Remember:

- All registrations are done on line.
- There is no onsite registration.
- Registrations and payment must be received by March 18, 2019 to take advantage of the discounted early rate.
- Registration closes completely on April 1, 2019.
- Payment must be received no later than April 12, 2019. If you have not paid for your registration by this date, you will not be able to attend the conference.

**HOTEL**

MCANJ has reserved a block of rooms at the Hard Rock Hotel & Casino in Atlantic City. Last day to book at the special rate of \$99 (rate is subject to additional taxes) per night is March 26, 2019. The link to the hotel to reserve your room is at the bottom of the conference schedule, or you can call 609-449-6860, with Group Code: GCLERKS.

Should you wish to submit a purchase order for hotel payment via check for overnight arrangements or to show tax exempt status, your purchase order must be submitted at least thirty (30) days prior to your arrival. All purchase orders are to be submitted to:

[francena.bazemore@hrhcac.com](mailto:francena.bazemore@hrhcac.com)

[jessica.diaz@hrhcac.com](mailto:jessica.diaz@hrhcac.com)

Email submissions are preferred. Submissions may be mailed, however, the hotel will not be held responsible for late or lost submissions. Mail to:

Hard Rock Hotel & Casino, AC  
Attn: Hotel Accounting  
1000 Boardwalk  
Atlantic City, NJ 08401

If you do not receive your countersigned purchase order, please contact either Francena or Jessica by email at the above.

We are looking forward to seeing you at the conference. You will receive additional e-blasts in the coming weeks about the conference events and activities. In the meantime, think spring.

Kevin Galland  
FY2019 MCANJ President