

**CONFERENCE REGISTRATION & MEAL ORDERS**

**MTCA & MCCA Winter Conference 2022**

**February 2<sup>nd</sup> – 4<sup>th</sup>**

**PLEASE PRINT/TYPE AND COMPLETE A FORM FOR EACH PERSON ATTENDING:**

TOWN: West Newbury  
NAME: James RW Blatchford TITLE: Town Clerk  
E-MAIL: townclerk@wnewbury.org  
ARRIVAL DATE: Feb. 2, 2022 DEPARTURE DATE: Feb. 4, 2022

**MEMBERSHIP STATUS:** (select and complete one line)

**MA TOWN CLERKS ASSOCIATION MEMBERSHIP STATUS:** (select and complete one line)  
 Registrant is Clerk or Associate Member: Membership Paid for FY 2022?  Yes (Required)  
 Registrant is Not a Member: Clerk must sign here for approval to attend: \_\_\_\_\_  
**MA CITY CLERKS ASSOCIATION MEMBERSHIP STATUS:** (select and complete one line)  
 Registrant is a MCCA Member Membership paid for FY 2022?  Yes (Required)  
 Registrant is Not a Member: Clerk must sign here for approval to attend: \_\_\_\_\_

Mail completed form for **EACH attendee** with a check payable to the **MA Town Clerk's Association** to:  
Barbara LaBombard Questions? 413-529-1400 x460  
50 Payson Ave, Ste. 100 EMAIL FORM TO: [vote@easthamptonma.gov](mailto:vote@easthamptonma.gov)  
Easthampton, MA 01027  
**FORM IS REQUIRED WITH PAYMENT- Registration Deadline – JANUARY 21, 2022\***  
\*EMAIL a copy of your form when you submit it for payment to ensure you are registered by the deadline.  
 Check this box if you have applied for a scholarship – Do NOT send payment until notified.

**CONFERENCE REGISTRATION**

ADVANCE REGISTRATION (per person) – **Received (email form) by January 21<sup>st</sup>** \$ 50.00  
LATE REGISTRATION / CONFERENCE DAY REGISTRATION \$100.00

Total Amount enclosed for Conference Registration: **\$50.00**

**MEAL REGISTRATION**

*Meals are not included in the hotel registration – All registrants MUST make Meal Selections.*

Thursday	Breakfast	\$30.00	
	Lunch	\$35.00	<u>\$35.00</u>
	Banquet *Please select banquet meal choice	\$50.00	<u>\$50.00</u>
Friday	Breakfast	\$30.00	

\*Circle Banquet Meal choice: Prime Rib - Tuscan Chicken - Filet of Salmon

Total Amount enclosed for meals: **\$85.00**

**TOTAL ENCLOSED \$135.00**

**Conference Refunds**

Conference registration cancellations received by the Conference Administrator 48 hours in advance of the conference shall be entitled to a credit on file for future use. Meal cancellations must be made at least seven (7) days in advance of the first day of the conference in order for a credit to be placed on file for future use, unless the hotel has a more restrictive policy.

**Cancellation Deadlines:** Registration fees: January 31<sup>st</sup> - 12noon Meal fees: January 26<sup>th</sup>

[www.masstownclerks.org](http://www.masstownclerks.org)