

# 2020 Annual Meeting Member Registration Form

Register by March 27, 2020  
Cancel Reservations by April 2, 2020



Name \_\_\_\_\_ County \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Address (cont.) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

## Hotel & Registration Information

Cancellations made *after* **April 24, 2020**, will be charged a **\$200** cancellation fee. Rooms are limited and will be assigned on a first come, first served basis. All Monday night accommodations include: Monday brunch, reception, and dinner; and Tuesday breakfast and lunch.

◆ I am: \_\_\_\_\_ within our County Allocation \_\_\_\_\_ outside our County Allocation

◆ I plan to attend Brunch on Monday: \_\_\_\_\_ Yes \_\_\_\_\_ No

◆ Please reserve a room for me at The Otesaga for the following evenings:

\_\_\_\_\_ Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday (*Board Members ONLY*) \_\_\_\_\_ I will commute.

◆ I am willing to share a room with another attendee from my county\*: \_\_\_\_\_ Yes \_\_\_\_\_ No

I request to share a room with: \_\_\_\_\_

*\*Please consider sharing a room, as it saves CAASNY money and ensures the continued quality of the accommodations.*

Please send registration and  
both payments by **March 27, 2020**, to:

**Lisa Rivage**  
Government Law Center ~ Albany Law School  
80 New Scotland Avenue ~ Albany, NY 12208-3494  
Phone: (518) 472-5888 ~ Fax: (518) 445-2303

## Payment Information & Worksheet

### INSTRUCTIONS

Please choose applicable payments (below and right) and submit payments on separate checks by **March 27, 2020**. Please see explanations of charges below. Counties will need to write **TWO CHECKS—ONE to Albany Law School and ONE to CAASNY**. Both checks will be mailed, along with registration form(s), to Albany Law School.

**ATTENDEES WITHIN COUNTY ALLOCATION:** Each county is allowed a specific number of attendees (see attached allocation list). For these attendees, CAASNY will pay \$100 of each CLE fee and Monday night accommodations. Each attendee is responsible for \$150 of CLE fees, Sunday night accommodations (single & double occupancy), and spouse/guest accommodations.

**ATTENDEES OUTSIDE COUNTY ALLOCATION:** For additional attendees above and beyond the county's allocation, each attendee is responsible for their total CLE and accommodation fees, in addition to Sunday night accommodations and spouse/guest accommodations. Monday night rates are \$302 single occupancy and \$392 (total) double occupancy (\$196 per person).

**SPOUSES/GUESTS:** Spouses and guests are welcome. Unfortunately, CAASNY cannot pay the expenses associated with their attendance. Accommodations for Monday night are \$196 per guest.

### FEES PAID TO ALBANY LAW SCHOOL

◆ CLE fees, within allocation:  
\_\_\_\_\_ x \$150 = \$ \_\_\_\_\_

◆ CLE fees, outside allocation:  
\_\_\_\_\_ x \$250 = \$ \_\_\_\_\_

◆ **Check #1 Total made payable to Albany Law School:**  
\$ \_\_\_\_\_

◆ County attendees not seeking CLE credit:  
\_\_\_\_\_  
\_\_\_\_\_

### FEES PAID TO CAASNY

#### *SUNDAY NIGHT (PER PERSON)*

◆ Hotel reservations, within allocation:  
\_\_\_\_\_ x \$140 = \$ \_\_\_\_\_

◆ Hotel reservations, outside allocation & spouse/guest:  
\_\_\_\_\_ x \$204 = \$ \_\_\_\_\_

#### *MONDAY NIGHT*

◆ Hotel reservations, within allocation:  
Single \_\_\_\_\_ x \$0.00 = \$0.00  
Double \_\_\_\_\_ x \$0.00 = \$0.00

◆ Hotel reservations, outside allocation:  
Single \_\_\_\_\_ x \$302 = \$ \_\_\_\_\_  
Double \_\_\_\_\_ x \$196 each = \$ \_\_\_\_\_

◆ Hotel reservations, spouse/guest:  
\_\_\_\_\_ x \$196 = \$ \_\_\_\_\_

#### *TUESDAY NIGHT (BOARD MEMBERS ONLY)*

◆ Hotel reservations, board member:  
\_\_\_\_\_ x \$0.00 = \$0.00

◆ Hotel reservations, spouse/guest:  
\_\_\_\_\_ x \$196 = \$ \_\_\_\_\_

#### *COMMUTERS*

◆ Meals only, within allocation:  
\_\_\_\_\_ x \$0.00 = \$0.00

◆ Meals only, outside allocation:  
\_\_\_\_\_ x \$170 = \$ \_\_\_\_\_

◆ **Check #2 Total made payable to CAASNY:**  
\$ \_\_\_\_\_

*For questions or help filling out this form,  
call the Government Law Center at (518) 472-5888.*