



**TWO WAYS TO REGISTER** - Your registration will not be processed until payment is received.

1. Register online with credit card payment at:  
www.tml.org (click on "Training")

2. Mail this form with check payment to:  
TML Administrative Services  
1821 Rutherford Lane, Suite 400  
Austin, TX 78754-5128

	Online	By Mail/Onsite
<b>Delegate Online Registration Fee</b>	_____ \$225	_____ \$240
<b>Delegate - Roundtable Breakfast (Friday)</b>		
Small Cities (under 10,000 pop.)	_____ \$25	_____ \$25
Medium Cities (10-50,000 pop.)	_____ \$25	_____ \$25
Large Cities (over 50,000 pop.)	_____ \$25	_____ \$25
<b>Delegate Lunch Ticket</b>	_____ comp	_____ comp – you must indicate attendance
<b>Guest/Spouse Registration Fee</b>	_____ \$75	_____ \$75
<b>Guest/Spouse Lunch Ticket (Friday)</b>	_____ comp	_____ comp – you must indicate attendance

**Guest/Spouse Name:** \_\_\_\_\_

**Total Check Payment \$** \_\_\_\_\_

**Confirmations/Badges**

Confirmations will be emailed if you provide an email address. Name badges will be mailed to all delegates registered up to one week before the conference. If you require special meals or accommodations, please email [eoc@tml.org](mailto:eoc@tml.org).

**Delegate Registration Fee**

The delegate registration fee includes educational sessions on Thursday, Friday, and Saturday, online access to handouts, welcome reception, lunch on Friday (**you must indicate attendance when you register to receive a ticket**), continental breakfast on Saturday, and scheduled refreshment breaks. **Roundtable breakfasts are not included in your registration fee and but may be purchased separately.**

**Guest Registration**

The guest registration fee of \$75 includes all educational sessions on Thursday, Friday, and Saturday, welcome reception, lunch on Friday (**you must indicate attendance when you register to receive a ticket**), continental breakfast on Saturday, and scheduled refreshment breaks. Roundtable breakfasts are not included in the guest registration fee but may be purchased onsite for \$25. **Please note that a city official may not register as a guest.**

**Cancellation and Substitution Policy**

If you cannot send a substitute, a \$45 cancellation fee per person will be assessed if written cancellation is emailed to [acct@tml.org](mailto:acct@tml.org) by **January 25**. Please note that no refunds will be honored after January 25. **Meal tickets are non-refundable.** No telephone cancellations will be accepted.

Delegate Name \_\_\_\_\_

Badge Name \_\_\_\_\_ Title \_\_\_\_\_

City/Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_