

# Registration Information

March 5, 2014

**Early Bird Registration: March 10 – April 4**

**Advanced Registration: April 5 – May 2**

**Advance Registration Closes: Friday, May 2**

**Cancellation Deadline: Friday, May 2**

## **Registration and Fees Information**

The full registration fee includes program materials, luncheon and reception. For any questions regarding registration, please contact Jenai Wyatt at [jwyatt@counties.org](mailto:jwyatt@counties.org). Register online at [www.counties.org](http://www.counties.org).

### **CSAC Member Rates**

*March 10 – April 4*

Early Bird Registration: \$350

*April 5 – May 2*

Advance Registration: \$400

*May 14-15*

On-Site Registration: \$450

### **CSAC Institute Courses**

(Require Separate Registration)

*Communicating and Presenting Complex Issues and Data*

May 15

10:00 am – 3:30 pm

*Storytelling & Other Leadership Practices in the Art of Persuasion*

May 16

10:00 am – 3:30 pm

### **CSAC Institute Course Registration Fee**

\$129/person for county supervisors and executives;

### **Forms of Payment**

You may pay by credit card or by check. A confirmation will be sent electronically to the email provided. An electronic confirmation will be emailed once we receive your payment. If paying by check, please submit your payment with the registration confirmation.

Make checks payable to CSAC and mail to:

Jenai Wyatt • CSAC • 1100 K Street, Suite 101 •

Sacramento, CA • 95814

CSAC Tax I.D.: 94-6000551

### **Cancellations and Refunds**

Advance registrants unable to attend can send a substitute or receive a refund of the registration fee, less a \$75 processing charge, by canceling their registration online or e-mailing Jenai Wyatt at [jwyatt@counties.org](mailto:jwyatt@counties.org). Requests for refunds must be received by Friday, May 2, 2014. No refunds will be given for cancellations received after that date.

### **Hotel Reservations and Room Rates**

The Hyatt Regency Sacramento is offering a special CSAC rate as indicated below. To confirm hotel reservations, a guarantee with a major credit card is required. If the CSAC rate has sold out before the cut-off date, the next available rate will apply.

Single/Doubles: \$159.00 | Triples: \$184.00 | Quads: \$209.00

Rates do not include tax.

Check-in time for the hotel is 3:00 p.m.; check-out time is noon. Luggage may be stored at the bell desk.

Cancellations must be made 24 hours prior to the arrival date to avoid a penalty. Be sure to record your cancellation number.

Hyatt Regency Sacramento

CSAC HEADQUARTERS HOTEL

1209 L Street

Sacramento, CA 95814

Telephone: 916 443 1234

When booking your reservation, please identify yourself as an attendee of the CSAC 2014 Legislative Conference.

To make your reservations online, visit:

<https://resweb.passkey.com/go/2014CSA6>. Should further assistance be needed, please call 888-421-1442.

**Hotel Cut-Off Date: Tuesday, April 22**