



NEW YORK STATE ASSOCIATION OF
PERSONNEL & CIVIL SERVICE OFFICERS
ANNUAL TRAINING CONFERENCE
The Saratoga Hilton
Saratoga Springs, New York
(May 7 – 10, 2023)



ONE (1) FORM IS REQUIRED PER ATTENDEE - DO NOT SEND THIS FORM TO HOTEL

Name	_____	Job Title	_____
Municipality	_____	Address	_____
Phone	_____		_____
E-mail	_____	Package Selection	<input type="checkbox"/> (3) DAY <input type="checkbox"/> (2) DAY <input type="checkbox"/> COMMUTER
Food Allergies	_____	Amount Enclosed	\$ _____

REGISTRATION PAYMENT POLICY

Registration fee for each attendee must accompany this registration form by check payable to NYS Association of Personnel & Civil Service Officers by **April 1, 2023**. Send this form and your payment to:

Laura Granger, Seneca County Personnel Department (NYSAPCSO Treasurer) - 1 DiPronio Drive, Waterloo, NY 13165

CONFERENCE REGISTRATION PACKAGE OPTIONS - * NEW REGISTRATION FORMAT *

ALL Conference Registration Packages include conference registration, applicable day participation at program workshops, meals, breaks, staff service charges, and complimentary hotel parking. Dinners are included with overnight packages

HOTEL ROOMS WILL BE BOOKED SEPARATELY – Reservation information below*

Package Options (Does not include hotel room)	Member Cost	Non-Member Cost
(3) Days - (Sunday – Wednesday)	<input type="checkbox"/> \$550.00 / person	<input type="checkbox"/> \$625.00 / person
(2) Days - (Select one)		
<input type="checkbox"/> Sunday – Tuesday OR <input type="checkbox"/> Monday – Wednesday	<input type="checkbox"/> \$452.00 / person	<input type="checkbox"/> \$528.00 / person
<i>*If you selected Sunday – Tuesday, Tuesday night dinner not included in package *</i>		
Commuter - (Select all that apply)	Registration Fee <input type="checkbox"/> \$75.00 / person	<input type="checkbox"/> \$150.00 / person
*Optional add-ons:	Monday <input type="checkbox"/> \$128.00 / person	
<input type="checkbox"/> *Complimentary* Monday Night Dinner/Event	Tuesday <input type="checkbox"/> \$128.00 / person	
<input type="checkbox"/> Tuesday Night Dinner – \$100.00	Wednesday <input type="checkbox"/> \$35.00 / person	
TOTAL COMMUTER COST (Cost of registration and meals to be paid)	\$ _____	

Tuesday Night Dinner Selection (Select one only if it applies to you) Beef Chicken Vegetarian

HOTEL RESERVATION/CONFERENCE REGISTRATION PROCEDURES

Step 1: Complete the Conference Registration Form and send it to Laura Granger along with your payment, prior to **April 1, 2023**.

Step 2: Make your hotel reservation by clicking on the link provided. Hotel cost per night is \$159.99. Hotel reservations must be secured prior to **April 7, 2023**. [Saratoga Hilton Hotel Reservation Link](#)

Step 3: When making your hotel reservation, the credit card used to reserve the room will not be charged until you check-in at the hotel. At the time of check-in, you are required to produce the credit card you want your stay charged to. If you do not physically have the card or are unable to bring the card, a Credit Card Authorization Form MUST be completed in advance and provided at check-in. Hotel Tax Exempt MUST also be provided at the time of check-in. Click on the links to access the forms: [Credit Card Authorization Form](#) / [Hotel Tax Exempt Form](#)

Cancellation Policy – Conference registration cancellations received within 7 days of the conference will not be refunded.