



**NEW YORK STATE ASSOCIATION OF PERSONNEL & CIVIL SERVICE OFFICERS  
ANNUAL TRAINING CONFERENCE**

Saratoga Springs, New York – June 9 - 12, 2024



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

**Name** \_\_\_\_\_ **Job Title** \_\_\_\_\_  
(To be used on Badge)

**Municipality** \_\_\_\_\_ **Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_ **Food Allergies** \_\_\_\_\_

**CONFERENCE REGISTRATION PACKAGE OPTIONS – *Hotel Reservation instructions below\****

<b><u>3 DAY PACKAGE</u></b> Sunday – Wednesday		
<b>Included in cost:</b> <ul style="list-style-type: none"> <li>Dinner Sunday</li> <li>All Meals for Monday, Tuesday and Wednesday</li> <li>Conference Registration Fee</li> </ul>	<b>Member Pricing</b>	<b>Non-Member Pricing</b>
	\$550.00 / person	\$625.00 / person
<b><u>2 DAY PACKAGE</u></b> (Check one)		
<input type="checkbox"/> Monday - Tuesday      OR <input type="checkbox"/> Tuesday – Wednesday		
<b>Included in cost:</b> <ul style="list-style-type: none"> <li>All Meals for 2-Days Selected</li> <li>Conference Registration Fee</li> </ul>	<b>Member Pricing</b>	<b>Non-Member Pricing</b>
	\$452.00 / person	\$528.00 / person
<b><u>1 DAY PACKAGE</u></b> (Check one)		
<input type="checkbox"/> Monday - \$300.00 / member \$375.00 / non-member	<input type="checkbox"/> Tuesday - \$200.00 / member \$275.00 / non-member	<input type="checkbox"/> Wednesday - \$110.00 / member \$185.00 / non-member
<b>Included in cost:</b> <ul style="list-style-type: none"> <li>Breakfast, lunch, semi-formal dinner</li> <li>Conference Registration Fee</li> </ul>	<b>Included in cost:</b> <ul style="list-style-type: none"> <li>Breakfast, lunch, dinner outing to Saratoga Winery</li> <li>Conference Registration Fee</li> </ul>	<b>Included in cost:</b> <ul style="list-style-type: none"> <li>Breakfast</li> <li>Conference Registration Fee</li> </ul>
<b>Monday Night Semi-Formal Dinner (City Center)</b> If you will be attending dinner Monday night, select one of the following meal options:		
<input type="checkbox"/> Beef	<input type="checkbox"/> Chicken	<input type="checkbox"/> Vegetarian

**HOTEL RESERVATION/CONFERENCE REGISTRATION PROCEDURES**

- Step 1:** Complete one (1) Conference Registration Form for **EACH ATTENDEE**.  
 Make checks payable to: NYS Association of Personnel & Civil Service Officers  
 Mail checks and completed registration forms to:  
 Kerry Brennan, Yates County Personnel Officer (NYSAPCSO Vice-President)  
 417 Liberty Street, Penn Yan NY 14527
- Step 2:** Make your hotel reservation by clicking on the link provided. Hotel cost per night is \$169.99. Hotel reservations must be secured prior to **May 3, 2024**. ([Saratoga Hilton Room 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. The Hotel Tax Exempt Form 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.**