

NYPWA's 143RD ANNUAL WINTER CONFERENCE

JANUARY 24-27, 2012

REGISTRATION INSTRUCTIONS

1. Complete the Conference Registration form (upper portion of this page). Complete, detach and return the upper half of the form to the NYPWA office with your voucher, check, or credit card information.
2. Meals ARE included with overnight hotel packages. If you want to order meals only and do not need lodging, use the "Meals Order Form" below. Send it, with payment, directly to the Albany Marriott Hotel by **Monday, January 9, 2012**. Please note, meals are NOT included with the cost of conference registration; they must be purchased separately. **Meal tickets purchased as part of a hotel package will be available at the Marriott front desk under the name listed on the form. Meal tickets purchased separately from a hotel package can be picked up at the ticket sales window near the NYPWA conference registration table.**
3. Carefully read the Hotel Reservation Policy, noting the cut-off date for hotel registration is **Monday, January 9, 2012**.
4. Complete the Hotel Registration form with all applicable information - be sure to check the correct rooming package and a Thursday banquet entree. Then return the form to the Albany Marriott Hotel.

CANCELLATION POLICY: Refund of conference registration fee, less an administrative fee of \$15, will be made only when received in writing by January 28, 2012.

NYPWA CONFERENCE REGISTRATION

	By January 9	After January 9	6 th LDSS Registrant
<input type="checkbox"/> Full Conference	\$149.00	\$164.00	FREE
<input type="checkbox"/> One-Day	\$98.00	\$106.00	FREE

Please note that meals must be purchased separately.

PAYMENT OR VOUCHER MUST ACCOMPANY REGISTRATION FORM.

Name _____
 Title _____
 County/Agency _____
 Address _____
 City, State, Zip _____
 Phone _____ Email _____
 Payment Type: Check Voucher Credit Card
 Card Type: (VISA or MasterCard) Exp.: _____
 Number: _____

Please submit conference registration form with payment to:
 NYPWA • 130 WASHINGTON AVENUE • ALBANY, NEW YORK 12210
 PHONE: (518) 465-9305 • FAX: (518) 465-5633

MEAL ORDER FORM

If you are not ordering a hotel package, all meals must be purchased individually through the Albany Marriott Hotel by completing this MEAL ORDER FORM. Mail the completed form with payment directly to the hotel.
Cancellation Policy is by 8AM on January 20, 2012, to avoid a charge for all meals ordered.

Name: _____ Title: _____
 County/Agency: _____ Address: _____
 Phone: _____ Fax: _____ Email: _____
 Payment : Check Voucher Credit Card Card Type: _____ Exp: _____ Number: _____

	PRICE	SELECTION
WEDNESDAY, JANUARY 25		
Lunch	\$23.79	<input type="checkbox"/>
Reception	\$35.08	<input type="checkbox"/>
THURSDAY, JANUARY 26		
Breakfast	\$17.39	<input type="checkbox"/>
Lunch	\$23.79	<input type="checkbox"/>
Banquet	\$47.52	<input type="checkbox"/>
Please make your entree selection: <input type="checkbox"/> Fish <input type="checkbox"/> Beef		
FRIDAY, JANUARY 27		
Breakfast	\$17.39	<input type="checkbox"/>

TOTAL AMOUNT ENCLOSED: _____

Please state any special dietary needs: _____

Please submit meals form with payment to:
 ALBANY MARRIOTT HOTEL • 189 WOLF ROAD • ALBANY, NEW YORK 12205
 PHONE: (518) 458-8444 • FAX: (518) 482-7809

NYPWA's 143RD ANNUAL WINTER CONFERENCE

JANUARY 24-27, 2012

HOTEL REGISTRATION FORM

To reserve a hotel room, please fill out the form below and mail or fax it to the hotel **no later than Monday, January 9, 2012**. Please review the hotel reservation policy carefully before sending in your reservation.

HOTEL RESERVATION POLICY - This form must be used. The form must be faxed or mailed to the Marriott - phone reservations will not be accepted. All hotel forms must be received by the Albany Marriott no later than Monday, January 9, 2012, at which time the NYPWA room block will be released. Rooms in the conference block may sell out prior to January 9, 2012. Hotel reservations made after January 9, 2012, will be accepted subject to availability. **Please use one form per reservation.**

CONFIRMATIONS - To receive a confirmation number please call the Marriott Reservations Line at 1-800-443-8952, seven business days after submitting your form. **Confirmations will NOT be faxed.**

TAX EXEMPT DOCUMENTATION - Must be provided to the hotel with proper form accompanied with correct method of payment.

LATE ARRIVALS - For all reservations to be guaranteed for late arrival, a credit card number must be supplied, or full payment via a voucher or check must be received by Monday, January 9, 2012.

MEAL TICKETS - If you have selected a package that includes meal tickets, they will be available at the Marriott Front Desk upon arrival. The meal tickets will be addressed to the attendee's name listed on the reservation.

HOTEL CANCELLATION/CHANGE POLICY - Please note that the cancellation/change policy for a guest who has selected a package plan varies from our standard 6 pm day of arrival cancellation policy. A package plan reservation must be cancelled/changed by 8 am on January 20, 2012, to avoid a charge of one night's room rate as well as the full meal portion of the package. Also, if a guest fails to arrive on the night of arrival specified in the original reservation, the individual will be charged for one night's room rate as well as the full meal portion of the package.

RESERVATION INFORMATION (Please Type or Print)

NAME: _____
 COUNTY/AGENCY: _____
 ADDRESS: _____
 TELEPHONE: _____ FAX: _____
 EMAIL: _____
 ARRIVAL DATE: _____ DEPARTURE DATE: _____
 MARRIOTT REWARDS #: _____

IF SHARING

NAME: _____
 TELEPHONE: _____ FAX: _____
 EMAIL: _____
 MARRIOTT REWARDS #: _____

Bedding Requests King 2 Doubles

PAYMENT TYPE

CHECK (ENCLOSED) VOUCHER (ENCLOSED) CREDIT
 CREDIT CARD: _____ EXPIRES: _____
 NUMBER: _____

IF SHARING

CHECK (ENCLOSED) VOUCHER (ENCLOSED) CREDIT
 CREDIT CARD: _____ EXPIRES: _____
 NUMBER: _____

PACKAGE 1: TUESDAY ARRIVAL - FRIDAY DEPARTURE

Includes 3 nights' lodging: Wednesday - lunch, reception;
 Thursday - breakfast, lunch, banquet; Friday - breakfast
 Single Occupancy.....\$574.17 each/\$631.56 w/tax
 Double Occupancy.....\$372.42 each/\$412.68 w/tax
Thursday Banquet selection: Fish Beef

PACKAGE 2: WEDNESDAY ARRIVAL - FRIDAY DEPARTURE

Includes 2 nights' lodging: Wednesday - lunch, reception;
 Thursday - breakfast, lunch, banquet; Friday - breakfast
 Single Occupancy.....\$429.00 each/\$489.06 w/tax
 Double Occupancy.....\$287.00 each/\$327.18 w/tax
Thursday Banquet selection: Fish Beef

PACKAGE 3: TUESDAY ARRIVAL - THURSDAY DEPARTURE

Includes 2 nights' lodging: Wednesday - lunch, reception;
 Thursday - breakfast, lunch
 Single Occupancy.....\$373.04 each/\$419.54 w/tax
 Double Occupancy.....\$238.54 each/\$257.66 w/tax

ROOM ONLY

For those conferees who wish to stay one night only, the special conference room rate will be \$154.00 single/double occupancy, \$175.56 w/tax. **If a second night is needed you will be charged the hotel selling rate.**
MEALS ARE NOT INCLUDED.

Tuesday, January 24 Single Double
 Wednesday, January 25 Single Double
 Thursday, January 26 Single Double

Special Needs & Requests (Dietary and/or Rooming): _____

ALBANY MARRIOTT HOTEL
 189 Wolf Road • Albany, New York 12205
 Phone: (518) 458-8444 • Fax: (518) 482-7809