



STATE BOARD OF ELECTIONS

James A. Walsh
Co-Chair

Gregory P. Peterson
Commissioner

Todd D. Valentine
Co-Executive Director

40 STEUBEN STREET
ALBANY, N.Y. 12207-2108
Phone: 518/474-6336 Fax: 518/474-1008
URL: <http://www.elections.state.ny.us>

Douglas A. Kellner
Co-Chair

Evelyn J. Aquila
Commissioner

Stanley L. Zalen
Co-Executive Director

February 27, 2009

Dear Commissioners:

The New York State Board of Elections' Annual Election Officials Conference is Monday, April 27 through Wednesday, April 29, 2009 at the Holiday Inn on Wolf Road, Albany, New York.

HOTEL REGISTRATION: The Holiday Inn will be offering a "two-night package plan". Please see the hotel registration form enclosed (p.6). If you need overnight accommodations, but are not purchasing the two-night package plan, please call the hotel direct at 518-458-7264. If you choose not to stay at the Holiday Inn, we have included a list of Hotels/Motels close by (p.7). The hotel registration cut-off date is **Friday, March 27, 2009**.

HOTEL PAYMENT: Please make checks or vouchers payable to the Holiday Inn. If you are paying by credit card, please enter your information on the enclosed hotel registration form, otherwise your reservation will not be guaranteed.

CONFERENCE REGISTRATION FORM: Anyone who is attending this year's conference should complete the enclosed State Board of Elections' Conference Registration Form (p.4). This form is used to create name tags, conference packets, and final counts for walk-in meals and breaks.

WALK-IN MEALS: If you are not purchasing the package plan, individual meal tickets will be sold at the State Board of Elections registration table (cash or check only please, payable to the Holiday Inn. **YOU MUST PROVIDE A TAX EXEMPT CERTIFICATE IF PURCHASING WALK-IN MEALS AS THE PRICE EXCLUDES TAX**). See menu items on page 2.

CONFERENCE REGISTRATION FEE: There will be a \$20.00 conference fee per conference attendee. For those purchasing the hotel package plan, the fee is included in the package price. **(cash or check only please)**.

If you have any questions, please call John Conklin or Donna Mullahey, State Board of Elections, at 518-474-1953. We look forward to seeing you at this year's event.

Sincerely,

A handwritten signature in black ink, appearing to read "John W. Conklin".

John Conklin
Director of Public Information

Encl.

DRAFT Agenda
New York State Board of Elections
Annual Conference
April 27-April 29, 2009

Monday, April 27, 2009

- | | |
|------------------------|--|
| 10:00 a.m. - 5:00 p.m. | SBOE Registration Desk Open - Please register, purchase walk-in meal tickets, pay \$20.00 registration fee and pick up conference packet - attendees on their own for lunch. |
| 1:00 p.m. - 2:30 p.m. | New Commissioners' Workshop (Anna Svizzero, Joe Burns, SBOE) |
| 3:00 p.m. - 3:30 p.m. | Opening Remarks (Todd Valentine, Stanley Zalen, SBOE) |
| 3:30 p.m. - 5:00 p.m. | NYSVoter Update/Statewide Database Discussion (George Stanton, Patrick Campion, Vicki Gonzalo, SBOE) |
| 6:00 p.m. | Reception |
| 7:00 p.m. | Dinner (buffet) |

Tuesday, April 28, 2009

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|-------------------------|---|
| 7:00 a.m. - 8:45 a.m. | Buffet Breakfast |
| 8:30 a.m. - 5:00 p.m. | SBOE Registration Desk Open |
| 9:00 a.m. - 9:45 a.m. | Local News Anchor, invited |
| 9:45 a.m. - 10:45 a.m. | State legislative Update with invited State Legislators (Kim Galvin, Paul Collins, invited Legislative Staff) |
| 10:45 a.m. - 11:00 a.m. | Coffee Break |
| 11:00 a.m. - 12:00 p.m. | Poll Worker Training Update and SOE Software Update (John Conklin, Bob Brehm, SBOE; Chris Peifer, SOE)
Voter Education Presentation (John Conklin, Bob Brehm, SBOE; Richard Novik, NYSBA; SunyNET) |
| 12:00 p.m. - 12:45 p.m. | Petition Review/Legal Update (Kim Galvin, Paul Collins, SBOE) |
| 12:45 p.m. - 2:00 p.m. | Buffet Lunch |
| 2:00 p.m. - 3:30 p.m. | Voting Systems Policy and Procedure (Anna Svizzero, Joe Burns, SBOE) |
| 3:30 p.m. - 3:45 p.m. | Break |
| 3:45 p.m. - 4:30 p.m. | Local Campaign Finance Update: Disclosure Filing Discussion (Liz Hogan, Bill McCann, SBOE) |
| 4:30 p.m. - 5:00 p.m. | General Questions and Answers (SBOE Staff) |
| 6:00 p.m. | Reception |
| 7:00 p.m. | Sit-down Dinner |

Wednesday April 29 2009

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| 8:30 a.m. - 10:30 a.m.
(Buffet breakfast will NOT be available before 8:30 a.m.) | Breakfast: (will include a BEST PRACTICES awards ceremony for county boards so we ask all conference attendees to attend even if you are NOT purchasing your breakfast at the Holiday Inn) |
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New York State Board of Elections' Annual Conference Registration Form

April 27-April 29, 2009 Holiday Inn on Wolf Road, Albany, NY

Please complete this form even if you are NOT staying at the Holiday Inn and mail or fax the form (FAX number: 518-473-8315) AT YOUR EARLIEST CONVENIENCE but NO LATER than Friday, April 3, 2009 to: Donna Mullaney or John Conklin, State Board of Elections.

Your County Board Name: _____

Number of persons from your county board attending the conference: _____

Please TYPE or PRINT below, names and titles of persons attending the conference:
 Check (✓) EITHER two night package plan (and your Tuesday night dinner choice) OR walk-in meals you want to purchase OR that you are NOT buying any meals

NAME	TITLE	TWO-NIGHT PACKAGE PLAN [OR] <input type="checkbox"/>	Monday Dinner* (4/27) \$51.00	Tuesday Breakfast (4/28) \$18.00	Tuesday Lunch (4/28) \$17.40	Tuesday Dinner* (4/28) \$61.00 SELECT ENTREE BELOW	Wednesday Breakfast (4/29) \$18.00 [OR] <input type="checkbox"/>	NOT BUYING ANY MEALS
1.						<input type="checkbox"/> NY Sirloin <input type="checkbox"/> Chicken Breast		
2.						<input type="checkbox"/> NY Sirloin <input type="checkbox"/> Chicken Breast		
3.						<input type="checkbox"/> NY Sirloin <input type="checkbox"/> Chicken Breast		
4.						<input type="checkbox"/> NY Sirloin <input type="checkbox"/> Chicken Breast		
5.						<input type="checkbox"/> NY Sirloin <input type="checkbox"/> Chicken Breast		
6.						<input type="checkbox"/> NY Sirloin <input type="checkbox"/> Chicken Breast		
7.						<input type="checkbox"/> NY Sirloin <input type="checkbox"/> Chicken Breast		
8.						<input type="checkbox"/> NY Sirloin <input type="checkbox"/> Chicken Breast		

(* Dinner prices include: one hour of hotel complimentary cheer with hors d'oeuvres, dinner & 20% Service Charge)

Special dietary needs _____

(please give name of person and explain dietary need(s))

Walk-in meal tickets and the \$20.00 conference registration fee (for non-package plan attendees) should be paid for at the SBOE registration table by cash or check ONLYno vouchers or credit cards please.

New York State Board of Elections ♦ 40 Steuben Street ♦ Albany, NY 12207-2108

NYS BOARD OF ELECTIONS ANNUAL CONFERENCE

Monday, April 27, 2009 – Wednesday, April 29, 2009
Holiday Inn Wolf Road ~ 205 Wolf Road ~ Albany, New York 12205
Phone Number: 518-458-7250 Fax Number: 518-458-7377

**** ALL STARRED ITEMS MUST BE COMPLETED OR YOUR RESERVATION FORM WILL BE RETURNED FOR COMPLETION. ****

CONTACT INFORMATION

**** NAME:** _____
**** COMPANY / AGENCY:** _____
**** OTHER PERSON (S) IN ROOM:** _____
**** ADDRESS:** _____
**** CITY / STATE / ZIP CODE:** _____
**** BUSINESS PHONE NUMBER:** () _____ **** FAX NUMBER:** () _____
**** HOME PHONE NUMBER:** () _____ **** EMAIL:** _____

RESERVATION INFORMATION

**** DATE OF ARRIVAL:** / / **** DATE OF DEPARTURE:** / /
**** ROOM PREFERENCES** One Bed Two Beds Smoking
(based on availability)

RATES AND PACKAGE INFORMATION

*The below rates are **inclusive** of service charge and tax where applicable and will include: Reception and Dinner on Monday – Breakfast, Lunch, Reception and Dinner on Tuesday – Breakfast on Wednesday – Overnight Accommodations on Monday and Tuesday. Package rates are for a minimum of (2) nights and include Monday and Tuesday ONLY. The packages can not be transferred to other dates.*

<input type="checkbox"/> ** Single Occupancy Tax Exempt – \$443.40 per room	<input type="checkbox"/> ** Single Occupancy Taxable - \$494.35 per room
<input type="checkbox"/> ** Double Occupancy Tax Exempt – \$314.40 per person	<input type="checkbox"/> ** Double Occupancy Taxable - \$347.28 per person
<input type="checkbox"/> Early Arrival (arriving prior to Monday, April 27, 2009) - \$129.00 per room per night	<input type="checkbox"/> Late Departure (departing after Wednesday, April 29, 2009) - \$129.00 per room per night

CANCELLATION: *If you find that you need to cancel your reservation please do so by 3pm on April 20, 2009. Reservations cancelled after 3pm on April 20, 2009 will be billed the full amount of the package.*

PAYMENT INFORMATION

A check deposit is not required. If you wish to send a check it should be made payable to the Holiday Inn Albany on Wolf Road. All reservations will require either a Credit Card or a Purchase Order which must be provided at the time the reservation is submitted.

**** CREDIT CARD NUMBER:** _____ **** EXPIRATION DATE:** _____
**** NAME OF CARD HOLDER:** _____ **** SIGNATURE:** _____
**** PURCHASE ORDER:** _____ **** NAME OF AGENCY:** _____

TAX EXEMPTION INFORMATION

Exemption from NYS and Local Taxes will only apply if the Hotel is supplied with the proper Exemption Certificate prior to arrival. Tax Exemption Forms should be included when submitting your Reservation Form to the Hotel. Please note that your form of payment must match your Exemption Form to be considered exempt. If the Exemption Form is not on file prior to arrival, you will be billed as part of the Taxable Package.

RESERVATION CUT OFF DATE: MARCH 27, 2009

ALL RESERVATION FORMS MUST BE RECEIVED TO THE HOTEL NO LATER THEN 3PM ON MARCH 27, 2009. AFTER THIS DATE THE HOTEL WILL OFFER THE BEST AVAILABLE RATE AND MEALS WILL NEED TO BE RESERVED THROUGH THE BOARD OF ELECTIONS.

Other Hotels in close proximity to The Holiday Inn

1. Courtyard By Marriott
168 Wolf Road
Albany, New York (518)482-8800
2. Desmond Hotel
660 Albany Shaker Road
Albany, New York (518)869-8100
3. Hampton Inn
10 Ulenski Drive
Albany, New York (518) 438-2822