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**TOWN OF HARRISON
VILLAGE OF HARRISON**

ALFRED F. SULLA, JR. MUNICIPAL BUILDING
1 HEINEMAN PLACE
HARRISON, NEW YORK 10528

Telephone: (914) 670-3030
Fax: (914) 835-2009



JACKIE GREER
Town Village Clerk

TO: Supervisor Belmont
Members of the Town Board

FROM: Jackie Greer

A handwritten signature in blue ink, appearing to read "Jackie Greer", is written over the printed name.

DATE: January 8, 2019

SUBJ: 2019 Annual Meeting & Training School

I am requesting approval to attend the Association of Towns of the State of New York 2019 Annual Meeting and Training School to be held in New York City from February 17th to 20th at a cost for conference and room not to exceed \$1,200. Funding is available in the Town Clerk's Budget under Travel/Conference.

Thank you.

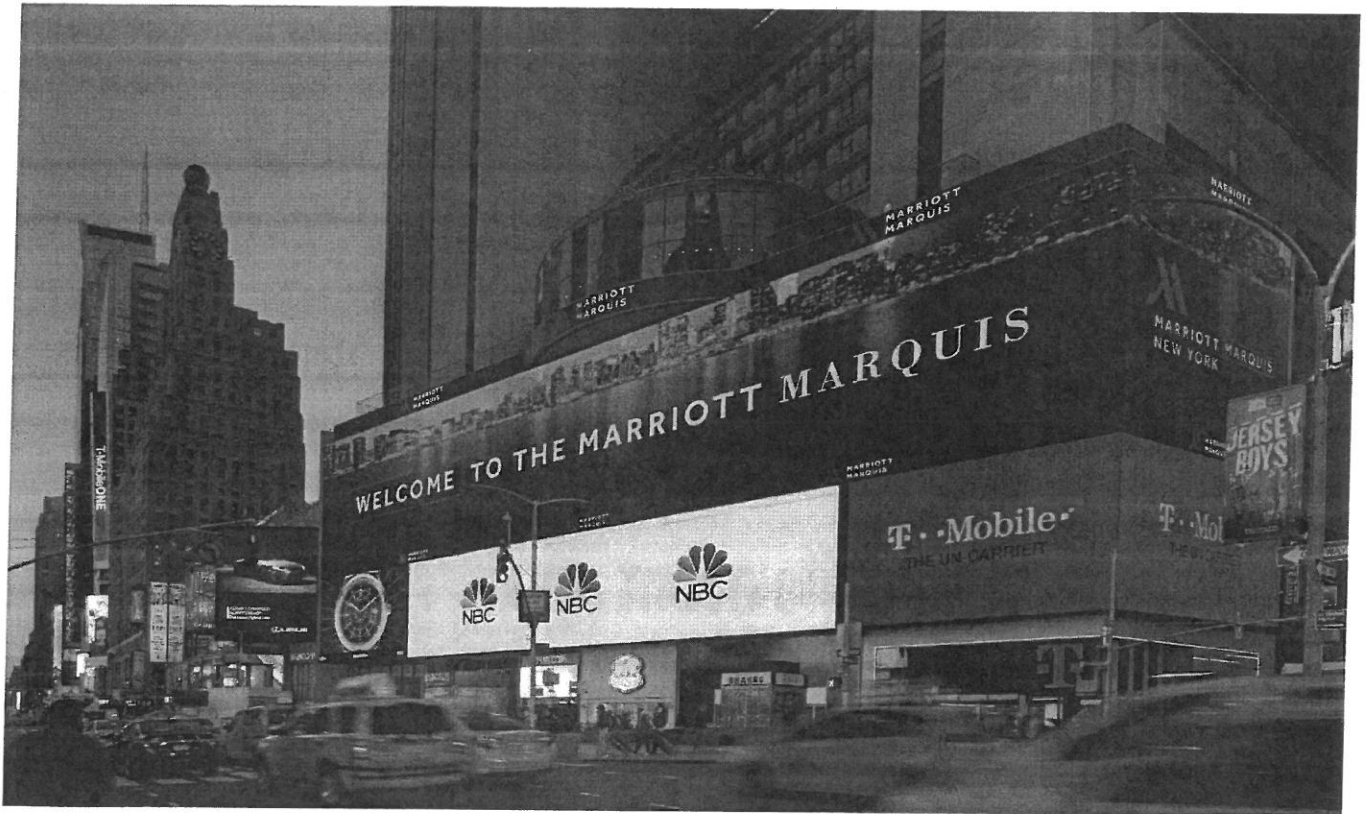


2019 Annual Meeting & Training School

February 17 - 20, 2019

New York Marriott Marquis

New York, NY



Registration & Hotel Information

Learn. Network. Get Certified.

2019 Annual Meeting & Training School

New York Marriott Marquis, Feb. 17 - 20, 2019



AT A GLANCE

• Registration Deadlines

1. **Early-bird** registration rates are available from Nov. 1, 2018 - Jan. 25, 2019. Registration rates increase Jan. 26, 2019 - Feb. 1, 2019. In-person registration will be required after Feb. 1, 2019. Register online at www.nytowns.org.
2. **EXPENSES:** Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

• Book your Room

After registering to attend our 2019 Annual Meeting & Training School, book your hotel room **before** Jan. 25, 2019.

New York Marriott Marquis at [1\(877\)303-0104](tel:18773030104)
Web Site: <https://aws.passkey.com/go/TownsofNY2019>

For groups of 10 or more, call or email Ana Monte at (212)704-8953 or ana.monte@marriott.com.

• Download the mobile event app

Our mobile event app contains class schedule, speaker bios, exhibitor and sponsor information, as well as additional info designed to enhance your entire meeting experience. **Download it beginning Feb. 1, 2019 at eventmobi.com/aot2019.**

• Upon Arrival

Hotel check-in is on the 8th floor of the hotel. Badge pick up and on-site registration for the Annual Meeting will be on the 5th floor. AOT Annual Meeting registration will be open on Sunday from 11 a.m. to 5 p.m.; Monday from 8 a.m. to 5 p.m. and on Tuesday from 7:30 a.m. to 2 p.m.

Questions? Contact us!

(518)465-7933 • www.nytowns.org

Registration or hotel questions may be directed to Executive Meeting Coordinator Patty Kebea.
Speakers may direct their questions to AOT Director of Information and Programming Chris Anderson.
Exhibitors may direct their questions to AOT Deputy Director Kim Splain.

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Registration Rates* & Deadlines

**Registration includes Refreshments at the Opening General Session on Monday and Breakfast with the Association on Tuesday.*

ONLINE REGISTRATION OPEN NOV. 1 AT WWW.NYTOWNS.ORG

Early-bird rates

Cut-off is Jan. 25, 2019

Member municipality, conference | \$125
Non-member municipality, conference | \$150
Non-municipality, company, conference | \$250

On-site rates

Begin Jan. 26, 2019

Member municipality, conference | \$160
Non-member municipality, conference | \$185
Non-municipality, company, conference | \$285

Register
by Jan. 25 for
a chance to be
invited to our
4th Annual Social
Networking
Hour!

Attorney Continuing Legal Education (CLE)

(Credit hours and rates - 10 Professional Practice/Skills credits and 2 Ethics credits. All courses provide transitional and non-transitional credit.)

FEE INCLUDES MEETING REGISTRATION.

Member (early bird / on-site) | \$435 / \$470
Non-member (early bird / on-site) | \$460 / \$495
Non-municipality, company, conference (early bird / on-site) | \$560 / \$595

Code Enforcement Officer In-Service Training

We provide 16 hours of in-service training that is approved by the Department of State for both code enforcement officers and building safety inspectors.

Book your room

Cut-off is Jan. 25, 2019

Room reservations made after the cut-off date will be as availability allows.

- Call New York Marriott Marquis at [1\(877\)303-0104](tel:18773030104)
- Visit: <https://aws.passkey.com/go/TownsofNY2019>

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Registration Form

(One form required per attendee. Cancellation requests must be postmarked or faxed to AOT at (518)465-0724 by 5 p.m. Feb. 1, 2019. All cancellations will be charged a \$10 processing fee.)

Print or type:

Name _____

Title _____ Municipality/Company _____

County _____ Phone _____

E-mail Address _____ Fax _____

Mailing Address _____

	Registration Type	Select? (✓)	Rate
Prior to Jan. 25	Early-bird Member		\$125
	Early-bird Non-member		\$150
	Early-bird Non-municipality / company		\$250
	Early-bird CLE member		\$435
	Early-bird CLE non-member		\$460
	Early-bird CLE non-municipality/company		\$560
Between Jan. 26 and Feb. 1	Member		\$160
	Non-member		\$185
	Non-municipality / company		\$285
	CLE member		\$470
	CLE non-member		\$495
	CLE non-municipality / company		\$595

BOOK your room by Jan. 25, 2019. Vouchers are not an accepted form of payment.

- Call the New York Marriott Marquis at 1(877)303-0104; or
- Visit <https://aws.passkey.com/go/TownsofNY2019>

MAIL or FAX completed registration form with a check for the corresponding registration fee to:

Association of Towns
150 State St.
Albany, NY 12207
Fax: (518)465-0724

2019 Annual Meeting & Training School

New York Marriott Marquis, Feb. 17 - 20, 2019



Room Rates, Payment & Parking Garage Information

Please note that if you choose to make your room reservations outside of the Association's group block, such as through an Internet reservation system or with a discount coupon, the Association can suffer significant financial penalties.

New York Marriott Marquis Room Rates

1535 Broadway, New York, NY 10036

Cut-off is Jan. 25, 2019

Marquis Deluxe King/Double | \$299

Times Square View | \$399*

Deluxe Suite | \$599*

Premier One-Bedroom Suite | \$699*

Reservations made after the cut-off are subject to availability. All reservations must be guaranteed by a major credit card. Room cancellations within 72 hours of reservation date and "no shows" will result in one night's charge. Hotel check-in is 4 p.m. on the 8th floor. Early arrivals cannot be guaranteed. Check-out time is 11 a.m. Late check-outs cannot be granted due to occupancy. Rooms with an asterisk (*) next to them have limited availability.

To join Marriott Rewards, please follow the instructions at this link and download the Marriott Rewards app:
<https://www.marriott.com/rewards/createAccount/createAccountPage1.mi>

To pay for hotel by check

1. Please include W9 form.
2. Write Hotel Confirmation Number on Check.
3. Include e-mail address with payment for a copy of your receipt.
4. Include Tax Exempt Form
5. Mail to arrive at least 21 days before your arrival:

New York Marriott Marquis
Accounting Dept., 9th Floor
1535 Broadway
New York, NY 10036

To pay for hotel in advance by credit card

1. Fill out and fax back the attached credit card authorization form.
2. Include the tax exempt form.
3. To confirm receipt of fax:
 - Call 212-398-1900 and ask for Front Office Credit Dept.
 - Include e-mail address on the credit card authorization form
 - Vouchers are not accepted as a form of payment.

Times Square Local Parking Garages

NAME	PHONE	ADDRESS	DIRECTIONS	BUSES ALLOWED?	MAXIMUM HEIGHT
Astor	(212)869-3543	224 W. 45th St.	Across the street	No	6'5"
Showbiz	(212)757-7925	251-257 W. 45th St.	Right out the drive, 150 yards on right	No	No height limit
Edison Parking	(212)757-8375	332 W. 44th St.	Right out to 9th Ave., left on 44th St., first garage on right	No	6'7"
Resource Parking	(212)997-9115	164 W. 46th St.	Right on 46th St., parking on right	No	6'5"
Central Parking	(212)974-6368	250 W. 50th St.	South side between 8th Ave. and Broadway	No	6'7"

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Travel, Bus / Group & Hotel Arrival Information

Amtrak discount: Unfortunately, Amtrak is no longer offering convention travel discounts as of June 16, 2018.

Parking: Valet entrance is on 46th St. between Broadway and 8th Ave. Hotel valet parking rates are as follows:

- Compact and standard-sized cars | \$65, up to 24 hours
 - SUVs | \$75, up to 24 hours
- Oversized vehicles | \$85 - \$90, up to 24 hours

Additional parking is available at several local parking garages; please refer to the parking garage chart on the previous page.

Group travel: For groups with 10 or more rooms with specific billing and arrival and/or departure information, please contact **Ana Monte** at **(212)704-8953** or **ana.monte@mariott.com**. To expedite your group's arrival, please complete the New York Marriott Marquis Group Arrival Form in this section and submit to Ana Monte (contact information below). Portage fees apply.

Bus group check-in: Upon your bus group's arrival to the New York Marriott Marquis, check-in is on the 3rd floor of the hotel.

Baggage: For all groups, there is a **mandatory** baggage handling charge: **\$10.10 per bag/round trip**

- The baggage handling fee must be paid prior to arrival either by credit card or by check. **Guests will be charged for excess baggage.** Checks should arrive at least 14 days before arrival and be mailed to:

Mariott Marquis
Attn: Ana Monte, Asst. Director of Event Planning
3rd Floor, Sales and Catering Office
1535 Broadway, New York, NY 10036

Download our mobile event app: The app will launch Feb. 1. Download it at eventmobi.com/aot2019 and get a feel for your schedule, the presenters and exhibitors before you even step foot in New York City!

4th Annual Social Networking Cocktail Hour: Register by Jan. 25, 2019 for a chance to be invited to our 4th Annual Social Networking Cocktail Hour on Monday evening. Hors d'oeuvres and drinks will be served on New York Marriott Marquis' private ballroom terrace overlooking iconic Times Square.

Questions? Contact us!

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