

Managing Freedom of Access Requests

Mon, Mar 11, 2019 – Augusta

Thurs, Dec 12, 2019 – Freeport

Mon, Mar 11, 2019 – Caribou VC

Registration Type *(please check ONE):*

MMA Member Municipality/Patron/Non-Profit/State Agency-\$35.00

Non Member Municipality-\$70.00

Time: Registration – 1:30 pm / Program: 2:00 - 4:30 pm

Video Conference – March 11, 2019

Billing Information:

Full Name: _____

Employer: _____

Billing Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Name Badge Information *(Name badge will read as indicated here):*

First Name: _____

Last Name: _____

Primary Title: _____

Employer: _____

Payment Options: Send invoice* Check will be mailed** Payment Enclosed** PO #: _____

*(*You will be invoiced after the Conference – **Please send a copy of this registration form with payment)*

Fax registration form to: (207) 626-5947

Mail form to: Maine Municipal Association, 60 Community Drive, Augusta, ME 04330.

Please make check payable to: Maine Municipal Association

Dietary Requirements: We do our best to plan meals according to general dietary guidelines. If you have a specific dietary restriction, please call our office at least 5 business days prior to the start of the event. Please note that we are not able to accommodate onsite requests, as catering planning happens in advance of the event.

ADA Message: It is our practice to conduct workshops only in ADA compliant facilities. Please notify us in advance if you have additional physical or dietary needs, so that we can assure your comfort and full participation.

Storm Policy: If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. MMA encourages attendees to check the MMA website or call the training hotline at (207) 624-0117 before departing for any MMA events to ensure that the event schedule has not changed.

Questions & Cancellations: Cancellation notification must be given in writing at least 3 business days before the session. Any cancellation received within that 3-day window will be charged the full registration fee. All cancellations are subject to a \$10 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.