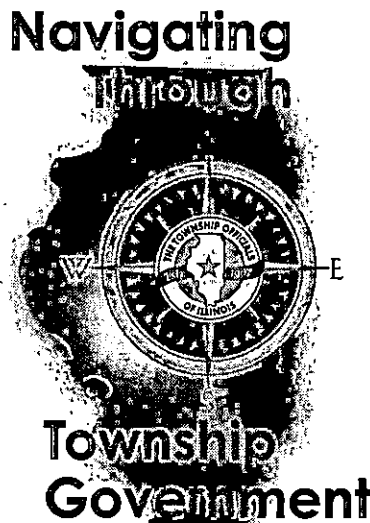


# Navigating Through Township Government



**Navigating Through Township Government**, the 2018 Township Officials of Illinois Annual Conference, will be held Sunday, November 11th through Tuesday, November 13th. The Springfield Crowne Plaza Hotel will serve as the conference hotel. Officials will have over 30 educational sessions to take part in, plus networking opportunities, a vendor tradeshow, an awards event, and the annual Banquet and evening entertainment.

## **SUNDAY**

The conference begins at 2 pm on Sunday, November 11th with attendee registration and exhibit hall. There will be a variety of vendors representing products and services available to townships. TOI encourages everyone to stop by each booth and get acquainted with vendors and what they have to offer. TOI Divisions will also have information tables in the exhibit hall for officials to visit. Attendees will have the opportunity to network with one another and enjoy snacks and complimentary drinks until 6 pm. There are no scheduled TOI events on Sunday evening. Attendees can enjoy dinner at the Long 9 Restaurant at the Crowne Plaza or venture out to delight in one of the other food establishments around the city.

## **MONDAY**

Monday morning starts with coffee and donuts in the exhibit hall, providing attendees with another opportunity to connect with vendors before attending the Opening Session. The Springfield Municipal Band will honor veterans with a variety of patriotic music, and the popular township flag ceremony will be featured in the Opening Session.



**RORY ROWLAND**

Following welcoming remarks from TOI staff and officers, **Rory Rowland**, popular leadership speaker and member of the Missouri House of Representatives, will speak. He will present on keys to great leadership and how attendees can improve their leadership skills:

At the conclusion of the Opening Session, lunch will be available for attendees, and guests with purchased meal tickets, in the exhibit hall, followed by an afternoon of education sessions.

Again this year TOI will hold its Annual Banquet on Monday evening, with a DJ, karaoke and dancing afterwards. Tickets for the Banquet are available for purchase, and all conference registrants are welcome to take part in the evening entertainment.

## **TUESDAY**

Tuesday's activities include the annual Awards Breakfast, education sessions, division meetings and the Closing Session. The Awards Breakfast will include the presentation of the Legislative Good Friend Award, the 22nd Annual TOI Mighty Message Award, Professional Development plaques, and Division awards. Tickets to the Awards Breakfast must be purchased in advance.

## **REGISTRATION INFORMATION**

### **Member registrations received on or before October 26th:**

Full registration - \$165 per person  
Monday only registration - \$110 per person  
Tuesday only registration - \$95 per person

### **Member on-site registrations:**

Full registration - \$195 per person  
Monday only registration - \$135 per person  
Tuesday only registration - \$120 per person

### **Guest registrations received on or before October 26th:**

Full registration - \$80 per guest  
(includes exhibit hall on Sunday & Monday, breakfast & lunch in exhibit hall on Monday & sack lunch on Tuesday)

Monday only registration - \$36 per guest  
(includes breakfast & lunch in exhibit hall)

Tuesday only registration – \$25 per guest  
(includes sack lunch on Tuesday)

**Guest on-site registrations:**

Full registration – \$90  
Monday only registration – \$45  
Tuesday only registration – \$30

Members and guests registering for a single day may only pick-up their registration packet on the day registered for and may only attend events on that day only.

**Non-Member registrations received on or before October 26th:**

\$240 per person

**Non-member on-site registrations:**

\$290 per person

Those who register prior to September 21st will be entered into a drawing to win one of 3 prizes:

First Prize – complimentary 2018 conference registration

Second Prize – one complimentary room night stay at the Crowne Plaza

Third Prize – one complimentary ticket to the Monday night Banquet

**HOUSING INFORMATION**

Hotel reservations may only be made through the Housing Bureau and only those individuals registered for the Conference will be allocated hotel reservations. Hotel reservations may be made online via a link on the TOI website, [www.toi.org](http://www.toi.org), or by submitting the Housing Form, available in this issue or on the TOI website.

Reservations must be received by **October 10th** and guaranteed with a credit card. You will be assigned a hotel and sent an email confirmation the week of October 22nd. Read all of the Hotel Reservation Procedures in this issue of *Township Perspective* to make certain you comply with all requirements.

Mark November 11-13th on your calendars, be sure to register today, and join us for ***Navigating Through Township Government!***

Iowa Office: (563) 927-2307  
Chicago, IL Office: (312) 502-1536  
Milwaukee Office: (414) 581-8160  
Email: [kbiwdc@gmail.com](mailto:kbiwdc@gmail.com)

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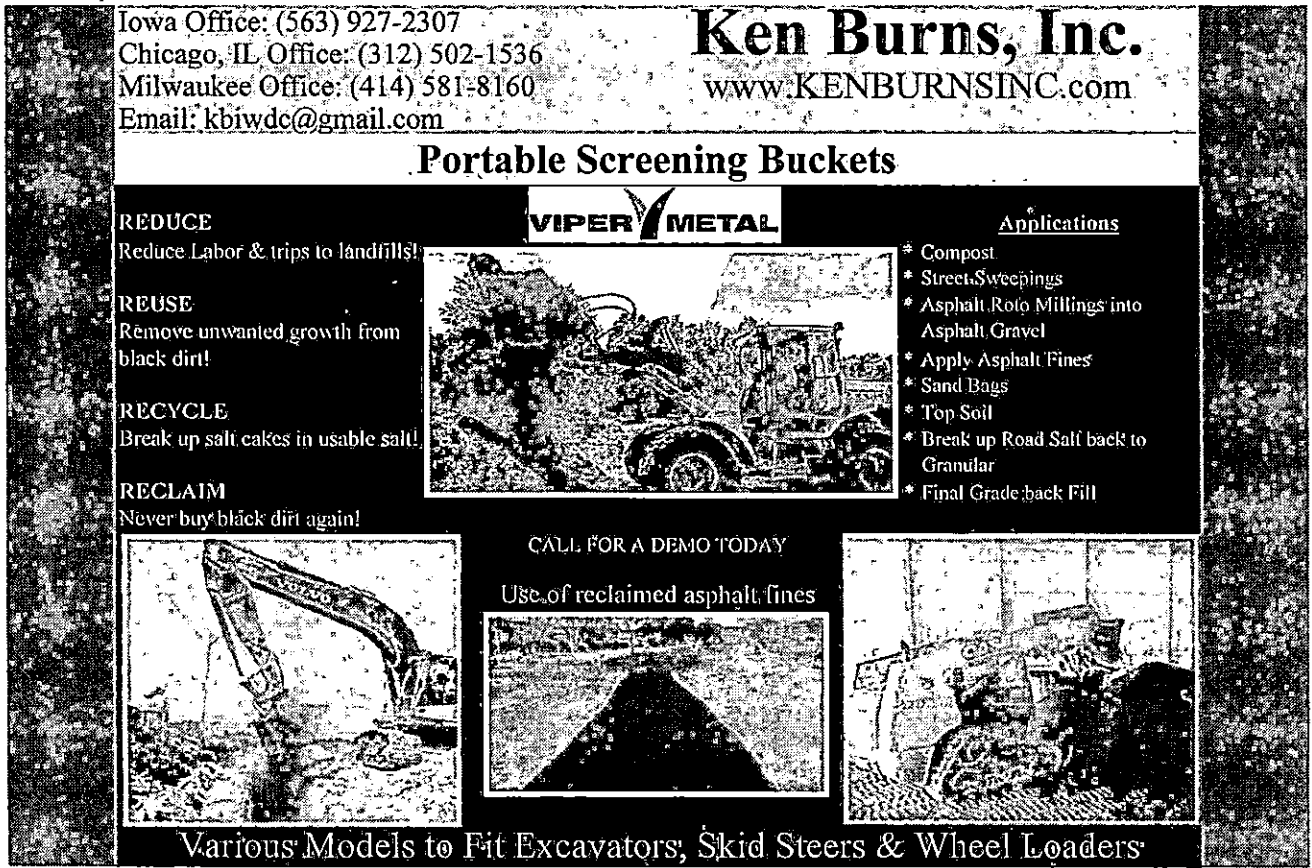
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# Township Officials of Illinois Annual Educational Conference

## Advance Registration Form

### November 11 – 13, 2018

(Please use one form per delegate; if paying for multiple delegates with one check/credit card, please submit forms together for accurate processing)

**Advance Registration Deadline is October 26, 2018**

<b>SECTION I – REGISTRATION INFORMATION</b> County: _____ Township: _____ Name: _____ Address: _____ City: _____ State: _____ Zip Code: _____ Phone: _____ Email: _____	<b>Township Position:</b> <input type="checkbox"/> Assessor <input type="checkbox"/> Attorney <input type="checkbox"/> GA Caseworker <input type="checkbox"/> Highway Commissioner <input type="checkbox"/> Senior Citizen <input type="checkbox"/> Supervisor <input type="checkbox"/> Tax Collector <input type="checkbox"/> Township Clerk <input type="checkbox"/> Trustee <input type="checkbox"/> Youth Committee <input type="checkbox"/> Other _____ (specify)
---	--

**SECTION II – REGISTRATION FEES**

**MEMBERS**

<b>Registrations received on or before October 26, 2018:</b> Full Registration – \$165 per person Monday Registration Only – \$110 per person Tuesday Registration Only – \$95 per person	<b>On-site registration:</b> Full Registration – \$195 per person Monday Registration Only – \$135 per person Tuesday Registration Only – \$120 per person
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**NON-MEMBERS**

Registrations received on or before October 26, 2018 – \$240 per person; On-site registrations – \$290 per person

Single-day registration includes admittance to non-ticketed activities occurring on that day ONLY. Monday only registrant MAY NOT attend Sunday or Tuesday events, and Tuesday only registrant MAY NOT attend Sunday or Monday events. Registration information may be picked up only on the day for which you have registered.

Full Registration     
  Monday Only Registration     
  Tuesday Only Registration

**GUESTS – Does not include admission to sessions.**

<b>Registrations received on or before October 26, 2018:</b> Full Conference – \$80 Includes: Sunday Exhibit Hall, Monday Exhibit Hall breakfast & lunch, and Tuesday lunch Monday Only – \$36 Includes: Monday breakfast & lunch Tuesday Only – \$25 Includes: Tuesday lunch	<b>On-site registration:</b> Full Conference – \$90 Monday Only – \$45 Tuesday Only – \$30
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**Guest Registration**     
  Full     
  Monday Only     
  Tuesday Only

Name of guest as it should appear on badge \_\_\_\_\_

Registration Fee (see all fees above).....\$ \_\_\_\_\_

Tickets must be ordered on or before October 26, 2018. Special event tickets will not be sold on-site.

\_\_\_\_\_ Awards Breakfast ticket – \$25.00 each.....\$ \_\_\_\_\_

\_\_\_\_\_ Banquet ticket – \$55.00 each.....\$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED** .....\$ \_\_\_\_\_

### SECTION III – COMPLIMENTARY MEAL FUNCTIONS

In an effort to make the most efficient use of registration fees please indicate if you plan to attend the following complimentary events:

- \_\_\_\_\_ I will attend the Monday continental breakfast in the exhibit hall.  
\_\_\_\_\_ I will attend the Monday lunch in the exhibit hall.  
\_\_\_\_\_ I will attend my Division Meeting on Tuesday afternoon that includes a box lunch.

### SECTION IV – PAYMENT INFORMATION

Payment must accompany advance registration form and should include Registrations, Banquet and Award Breakfast tickets.

- Check Enclosed     Visa     MasterCard

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

### SECTION V – SPECIAL REQUIREMENTS

Please indicate any special requirements (dietary restrictions, handicap accessibility, interpreter, etc.) in this space or contact the TOI office. Special requirements can only be accommodated if requested at least two weeks in advance of Conference:

\_\_\_\_\_  
\_\_\_\_\_

### SECTION VI – CANCELLATION POLICY & TICKET ORDER INFORMATION

Cancellations received by **October 12, 2018** will receive full refund.

Cancellations received from **October 13 to October 26, 2018** will receive a refund less a \$20 administrative fee.

**NO REFUNDS** on cancellations received after **October 27, 2018**.

Registrations are transferable.

**Advance orders and pre-payment for all Award Breakfast and Banquet tickets MUST BE RECEIVED by October 26, 2018 in order to meet facility meal guarantee requirements. Special event tickets will not be sold on-site.**

### SECTION VII – HOUSING

Hotel reservations will only be made through the Housing Bureau and only those individuals registered for the Conference by October 10, 2018 will be assigned hotel reservations. Hotel reservations may be made online via a link on the TOI website, [www.toi.org](http://www.toi.org) or by submitting the Housing Form. The Housing Form is available in the *Township Perspective* or on the TOI website, [www.toi.org](http://www.toi.org). **Reservations must be received by October 10, 2018 and guaranteed with a credit card.** Hotel assignment confirmations **WILL NOT** be emailed until the week of October 22, 2018. Read all of the Hotel Reservation Procedures in the *Township Perspective* or on the TOI website to make certain you comply with all requirements.

**Send this Registration Form to:  
Township Officials of Illinois  
3217 Northfield Dr.  
Springfield, Illinois 62702**

## **Welcome to the 2018 Annual TOI Educational Conference Online Housing!**

We'd like to take this opportunity to inform you of a few policies and procedures.

**Please note this is a reservation request only.**

- You will be placed at one of the participating hotels. All hotel reservation assignments will be made on a first come, first serve basis. Reservation type, length of stay, and hotel availability will determine where you are placed. The actual assignment of your hotel will be made the week of **October 22nd** and a confirmation of your hotel assignment will be sent to the email address provided from the hotel in which your reservation has been placed.
- **Reservation assignments will be made only for those individuals who submit a Conference registration by October 10, 2018.** Make certain your Conference registration is received at the TOI office prior to October 10th to avoid denial of a hotel assignment. **Individuals are responsible for cancelling hotel reservation requests even if you decide not to register for the Conference.**
- When making your online hotel reservation request **be certain to select the correct arrival and departure date for your stay.** This online housing defaults to November 10th for the arrival date, and November 14th for the departure date. These dates may be changed to your preferred arrival and departure date.
- All hotel reservation requests must be guaranteed with a credit card. Credit cards are not charged until time of check-in, no show, or cancellation after October 10. However, you may pay for room charges via check. **Checks must be made payable to and mailed to the hotel to which you have been assigned** and from which you receive your reservation confirmation. Checks must be received by the assigned hotel by **October 28.** The total amount of your stay, charge per day plus applicable taxes, will be indicated on your emailed hotel assignment confirmation. **Do not send a check until you have been assigned to a hotel. Checks received prior to assignment will be returned to sender.**
- If you are paying by credit card and individuals will **not have the credit card with them at time of check-in,** a Credit Card Authorization form must be submitted to the appropriate hotel prior to check-in. Download a copy of the Credit Card Authorization form for the appropriate hotel from the TOI website, [www.toi.org](http://www.toi.org).
- Cancellations or changes to reservation requests must be made by sending an email to [www.toireservations@yahoo.com](mailto:www.toireservations@yahoo.com) by 5:00 p.m. October 10th. **Cancellations or changes to your hotel request must be made by 5:00 p.m., Wednesday, October 10, 2018 to avoid any fees.**
- In order to meet the contractual agreement with the Crowne Plaza Hotel and Holiday Inn Express priority at those hotels will be given to two night reservation requests. If you make a reservation request for two nights and change or cancel the reservation after October 10, 2018 you will be charged for two nights and/or moved. Reservations for one night will be placed at the Crowne Plaza Hotel and the Holiday Inn Express if rooms are available once all two night reservations have been accommodated.
- **The online housing option closes at midnight on Wednesday, October 10, 2018.**
- **Do not call any hotel prior to receiving your hotel assignment.** Hotels will not receive their reservation lists until the week of October 22nd. Confirmations will be sent by each participating hotel after that date.

### **2018 TOI Annual Educational Conference Housing Information**

All housing for the 2018 TOI Annual Educational Conference will be handled by the TOI Housing Bureau. Reservation requests may be made online (link is available on the TOI website, [www.toi.org](http://www.toi.org)) or by Housing Form mailed to: TOI Housing Bureau, P.O. Box 621, Springfield, IL 62705.

#### **Deadline for Reservations**

- Hotel reservation requests must be made online or via Housing Form received by the Housing Bureau by midnight October 10, 2018. After that date the online reservation site will no longer be available, and Housing Forms will not be honored. Individuals will then be responsible for arranging their own hotel accommodations.
- **Due to contract requirements with the Crowne Plaza and Holiday Inn Express, preference will be given to reservation requests for a minimum of two nights.** Reservation requests made for two nights and changed or cancelled after October 10th will be charged for two nights and/or moved to another hotel. Reservations for one night will be placed at the Crowne Plaza Hotel and the Holiday Inn Express if rooms are available once all two night reservations have been accommodated.

- Reservations will be placed at the Crowne Plaza and Holiday Inn Express based upon date of receipt so do not delay in submitting your reservation request. If the room block at the Crowne Plaza Hotel and the Holiday Inn Express are filled overflow hotels in the area will be secured. If necessary a shuttle will be provided from overflow hotels to and from the Crowne Plaza.

#### **Reservation Guarantee and Payment**

- **All reservation requests must be guaranteed with a credit card.** Credit cards will not be charged until time of check-in, no-show, or cancellation after the deadline date of October 10th. Individuals or townships wishing to pay for hotel stays by check must guarantee the reservation by credit card and mail a check to the hotel where assigned. **Checks must be made payable to the hotel to which you are assigned and must be received by October 28.** The total amount of your stay, charge per day plus applicable taxes, will be indicated on your emailed hotel assignment confirmation. **Do not send a check until you have been assigned to a hotel. Checks received prior to assignment will be returned to sender.**
- If rooms are being paid for by credit card and individuals **will not have the credit card with them at time of check-in**, a Credit Card Authorization form must be submitted to the appropriate hotel prior to check-in. Credit Card Authorization forms are posted on the TOI website, [www.toi.org](http://www.toi.org), or request the form from the hotel to which you are assigned.

#### **Cancellations and Changes**

- Cancellations or changes to reservation requests made online or by Housing Form must be changed or cancelled by sending an email to, [toireservations@yahoo.com](mailto:toireservations@yahoo.com) by 5:00 p.m. October 10th. **Failure to cancel by this date will result in a credit card charge for one night's room and tax.**
- Reservations made for two nights and changed or cancelled after October 10, 2018 will be charged for two nights and/or moved.

#### **Hotel Assignments**

- Hotel reservation assignments will be made on a first come, first serve basis, and according to type of reservation, length of stay and hotel availability. We cannot guarantee that all individuals from a township will be placed in the same hotel.
- In an effort to make the most efficient use of room blocks and to ensure hotel rooms for those township officials who actually attend the Conference, **reservations will be assigned only to those individuals who submit a Conference registration by October 10, 2018.** Reservation requests received online or by Housing Form from individuals not registered for the Conference by October 10th will not be honored.
- Individuals are responsible for cancelling reservation requests even if you do not register to attend the Conference, or your credit card will be charged for one night's room and tax. Make certain your Conference registration is received at the TOI office prior to October 10th to avoid denial of hotel reservation and credit card charge.
- **Do not call the hotels prior to receiving your hotel assignment via email.** Hotels will not receive reservation assignments to their hotel until the week of October 22nd. Confirmations will be emailed by each participating hotel after that date.

Thank you for your cooperation in complying with these housing procedures. They have been established to make the most efficient use of TOI hotel blocks and to accommodate those members who attend the Conference.

If you have any questions please send them via email to, [toireservations@yahoo.com](mailto:toireservations@yahoo.com).

**HOUSING FORM**  
**Township Officials of Illinois**  
**Annual Educational Conference**  
**November 11 – 13, 2018**

Please complete one form per room reservation and mail to:

TOI Housing Bureau  
P.O. Box 621  
Springfield, IL 62705

**Read Housing Information for all reservation request policies and procedures.** This information is available in the *Township Perspective* and on the TOI website, [www.toi.org](http://www.toi.org). Housing forms will only be accepted **when accompanied by credit card information**. Confirmation of hotel assignment will be emailed\* the week of October 22<sup>nd</sup>.

Please type or print all information legibly

Name in which reservation should be made: \_\_\_\_\_

Number of people in room \_\_\_\_\_ Name of additional people in room: \_\_\_\_\_

Township \_\_\_\_\_ County \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

Date of arrival: \_\_\_\_\_ Date of departure: \_\_\_\_\_

**\*Email address required for reservation assignment confirmation.**

**HOTEL INFORMATION**

You will be placed at the Crowne Plaza, Holiday Inn Express, or at an overflow hotel if needed. All requests are considered on a first-come, first-serve basis, and hotel assignment will be made based on type and length of reservation and hotel availability. Due to contract requirements with the Crowne Plaza and Holiday Inn Express, preference will be given to those requests for a minimum of two nights. Reservations made for two nights and later changed risk being charged for two nights and/or moved to another hotel. Reservations for one night will be placed at the Crowne Plaza and Holiday Inn Express if rooms are available after all two night reservations have been accommodated. Room rate at all hotels is \$98 per night.

Parking is complimentary at all hotels. A shuttle will be provided from overflow hotels to the Crowne Plaza if necessary.

Indicate your preferred room type. This a request only and can not be guaranteed. **All hotels are Non-smoking.**

King \_\_\_\_\_ Double/Double \_\_\_\_\_ Indicate any special requirements: \_\_\_\_\_

Handicap Accessible: \_\_\_\_\_ Type of handicap accessibility required: \_\_\_\_\_

Housing forms **MUST BE RECEIVED** by the TOI Housing Bureau by **October 10, 2018**. Housing forms received after October 10<sup>th</sup> will not be honored. **Housing forms will only be accepted when accompanied by credit card information.**

**Confirmation of hotel assignment will be emailed\* after October 22.** Do not contact hotels prior to October 22<sup>nd</sup> as hotel assignments may not have been made and hotels will not yet have received reservation lists.

Card Type \_\_\_\_\_

Card # \_\_\_\_\_

Expiration date: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Signature: \_\_\_\_\_