

nys government finance officers' association, inc.



# 38<sup>TH</sup> ANNUAL CONFERENCE

wednesday, march 29 – friday, march 31, 2017

**pre-conference training workshops begin** | march 28, 2017

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albany marriott hotel | **albany, new york**

[www.nysgfoa.org](http://www.nysgfoa.org) | 518-465-1512



# TRAVEL INTO THE MINDS OF MILLENNIALS WITH **JOSH TICKELL**

2017 NYS GFOA keynote speaker

Josh Tickell is an award winning film director, energy pioneer, and global expert on the "Millennial" or "Y" Generation (those born between 1980 and 2000). His directorial debut movie FUEL went viral, capturing the Sundance Film Festival's prestigious Best Documentary Award and millions of viewers worldwide. After it was shortlisted for an Oscar, the movie was screened in the White House and influenced the Obama Administration in the roll out of its \$28 billion dollar new energy program that transformed the global markets for algae, fuel and solar power.

Tickell's motto is: "The History of the Future is Being Written Today." He educates companies on the broad megatrends that are shaping society – especially those trends that are being driven by the 80 million person Millennial generation (the largest generation in history). In addition to his work at over 150 colleges in the US and overseas, Tickell has spoken to global audiences at companies such as Morgan Stanley Smith Barney and at conventions such as the Young Presidents Organization. Tickell has been a featured guest on Jay Leno's *The Tonight Show* and *Good Morning America*. He is a regularly featured opinion leader in news stories on CNN, Discovery, Reuters, NBC, Fox, and NPR. Articles on Tickell, his films and his work have appeared in the Los Angeles Times, New York Times, USA Today, The Huffington Post, Popular Mechanics, and thousands of international newspapers and magazines.

NYS GFOA is pleased to welcome Josh Tickell to the 2017 Annual Conference. This year's Keynote Session, *Passing The Torch: Working With The Millennial Generation* will discuss a rising concern within the workplace ... the takeover by the millennials! Tickell will discuss how to market to the group, how to hire and keep them engaged, how to understand where they are coming from, and what is most important to this powerful generation. He will address how to incorporate this new dynamic into the government finance office and what it means for you. Learn some valuable tips from this award winning expert.

"Rarely do I find a speaker who is equal parts expert, celebrity and pioneer."

- Bryan Birch, *Rocky Mountain Sustainable Living Fair*



"Josh Tickell is the most insightful thinker on the millennial generation and how this generation's unique characteristics require a very different way of doing business."

- Ryan Craig  
*Managing Director, University Ventures*

# PRE-CONFERENCE SEMINARS

**tuesday, march 28 , 2017**



**8:00 AM - 11:30 AM**

GFI Fundamentals of Budgeting  
in the Public Sector  
4 CPE • GSK



**8:30 AM - 12:00 PM**

Ethics and Professional Conduct for NYS CPAs  
4 CPE • Ethics | 4 GFI • A-E

This course is designed to provide a framework that can be used as a guide to sort through ethical dilemmas. In addition to conceptual theories, this course provides detailed guidance on the specific laws, rules and regulations pertaining to the conduct of NYS CPAs. This course meets the triennial ethics requirement for CPA certification.



**1:00 PM - 4:30 PM**

GFI Budgeting Best Practices  
4 CPE • GSK



**1:00 PM - 5:30 PM**

GFI Governmental Accounting &  
Financial Reporting (Day 1)  
5 CPE • GSK



## PROGRAMMING keys

### gfi categories



Foundations Workshop (required)



F-AU Auditing

F-DM Debt Management

F-FR Financial Reporting

F-HR Human Resource Management



Advanced Workshop/Forum (required)

A-AU Auditing

A-E Ethics & Professional Conduct

A-HR Human Resource Management

A-GE General Elective

### gfi credits

All Pre-Conference, General & Concurrent Sessions are eligible for GFI credit except where noted with this symbol: # (No GFI credit).

### cpe credits

All Pre-Conference seminars, General and Concurrent Sessions provide CPE credit in the Government Specialized Knowledge subject area except where noted as below:

§: Advisory Services subject area

¶: Not eligible for CPE credit

All General and Concurrent Sessions are eligible for 1 CPE credit per session except where noted otherwise.

Each Pre-Conference seminar is noted with the amount of eligible CPE credits.

# ANNUAL CONFERENCE SESSIONS

thursday, march 30, 2017

## KEYNOTE session

8:35am - 10:15am

**Passing the Torch: Working with the Millennial Generation**  
2 CPE • § #

Josh Tickell will share how to market to, hire, engage and understand what is most important to the largest and most powerful generation of all time, the Millennial or "Y" Generation. How can you incorporate this new dynamic into your government finance office? Learn some valuable tips from this award winning expert!

10:40am - 11:10am

**Remarks by State Comptroller Thomas P. DiNapoli** *Invited (¶)*

## CONCURRENT sessions

1:30pm - 2:20pm

**Media Relations 101** A-HR

This session will cover the fundamental steps governments and finance officers should know and understand before interacting with the media.

**Debt Compliance: Post Issuance** F-DM

Learn why the issuance of municipal debt is just the beginning and the critical importance of complying with statutory and regulatory post-issuance requirements.

**Setting Sewer/Water Rates** A-GE

Covering the criteria that is needed to properly establish and design a rate structure for water and sewer districts and authorities in New York.

2:30pm - 3:20pm

**Cash Flow Forecasting** A-GE

Understanding the importance of forecasting a municipality's cash flow as well as tips and strategies for analyzing and developing a cash flow analysis.

**Accounting for Capital Assets** A-AU

This session will provide an overview of the fundamental principles of accounting and financial reporting for capital assets.

**State Retirement System Update** F-HR

NYS ERS will provide up-to-date information on what employers need to know when working with and reporting to the state retirement system.

3:40pm - 4:30pm

**Lease Accounting Changes** F-AU

This session will discuss proposed changes by GASB to the accounting for lease transactions and their reporting on governmental financial statements.

**Cyber Security Threats** A-GE

Topics covered include an overview of new cyber dangers to governments and some low and high tech ways to battle them.

**Affordable Care Act (ACA) Update (pt. 1)** F-HR

Compliance and reporting requirements are the primary topics covered in this session on the Affordable Care Act.

4:40pm - 5:30pm

**Proprietary Fund Primer** F-FR

From creation to proper accounting, this session provides a high-level overview of what government finance officers need to know about proprietary funds.

**Grant Management Basics** A-GE

A broad overview of accounting and financial reporting for government grants will be covered in this session.

**Affordable Care Act (ACA) Update (pt. 2)** F-HR

This session will be presented in a round-robin format where you bring your Affordable Care Act questions and our panel will work to provide you answers.

## PROGRAMMING keys

See page 3 for GFI and CPE credit categories and other details.

## NEW for 2017

• NYS GFOA is now accepting credit cards.  
• See the Conference Registration Form.

• Hotel reservations must be made directly with the hotels. See page 6 for details.

• The NYS GFOA Professional Development Scholarship. See page 7 for details.

# SESSIONS cont.

friday, march 31, 2017

## CONCURRENT sessions

8:30am - 9:20am

### Energy Performance Contracting A-GE

Topics covered include what an Energy Savings Company (ESCO) is, how energy performance contracts work, and what local governments should be aware of when considering this option.

### How to Build a Finance Office F-HR

Identifying the key positions and skill sets in creating a government finance office will be presented in addition to NYS GFOA's guidance on how to hire a finance officer.

### Latest From NYS OGS F-GE

The NYS Office of General Services will discuss their E-Marketplace and provide updates on contract renewals for the most popular State contracts as well as new and prospective items being considered for inclusion under State purchase contracts.

9:30am - 10:20am

### Family Medical Leave Act A-HR

What is FMLA and what finance officers who manage the human resource function of a municipality must know to be in compliance.

### Preparing the AUD F-FR

Common errors and omissions when completing the required Annual Update Document (AUD) will be addressed.

### 21st Century Cash Management Technology F-GE

This session will provide an overview of the latest cash management products and services being offered to the public sector.

## GENERAL sessions

10:40am - 11:30am

### U.S. and State Fiscal Policy S #

This presentation will focus on the priorities and trends in fiscal policy at the Federal and State level.

11:40am - 12:30pm

### Economic Update S #

What is the state of the economy in this post-election environment? National, statewide and regional trends will be displayed and discussed.



## CONFERENCE details-at-a-glance



### conference registration dates & fees

fee type	cutoff dates	By 1/31/17	By 2/28/17	After 2/28/17
Member (cash/check/PO)	\$200	\$210	\$230	
Member (credit card)	\$206	\$216	\$237	
Gov NonMem (cash/check/PO)	\$300	\$310	\$330	
Gov NonMem (credit card)	\$309	\$319	\$340	
Priv NonMem (cash/check/PO)	\$395	\$415	\$435	
Priv NonMem (credit card)	\$407	\$428	\$448	

**NOTE:** Pre-conference seminars are separate fees. See Registration Form.

**Register by 1/31/17 to receive lowest rate possible!**



### NEW scholarship opportunity

Before you register ... Are you eligible for the NYS GFOA Professional Development Scholarship?

The Association will be **awarding up to five Scholarships to attend the NYS GFOA Annual Conference.** Each Scholarship covers the cost of the Annual Conference registration and two nights at the Conference hotel.

See page 7 for details.



### hotel options & pricing

#### NEW:

- Reserve your room directly with the hotel.
- **DO NOT** mail forms to NYS GFOA.
- Reserve Online, by Phone or Mail.
- See page 6 for more information.

#### Albany Marriott (Site of Conference)\*

Rate per night: \$142.00

\*If the Marriott is your **PREFERRED** hotel, we **HIGHLY** recommend reserving your room as soon as possible!



#### Home2Suites by Hilton

Distance from Marriott: 0.2 miles

Rate per night: \$115.00

#### Radisson Albany

Distance from Marriott: 0.7 miles

Rate per night: \$129.00

# CONFERENCE DETAILS

## pre-conference seminars

Several full and half-day programs will be held on Tuesday, March, 28th and Wednesday, March 29th. The full-day programs qualify for up to 7 CPE credits and the half-day programs qualify for up to 4 CPE credits. Meals and/or refreshment breaks are included on both days.

## annual conference

The conference includes two (2) breakfasts, several refreshment breaks, one (1) lunch, two (2) receptions, and one (1) dinner. Only registered attendees with name badges will be permitted to attend sessions and banquet functions.

## CPE credits

NYS GFOA is an approved sponsor with the NYS Education Department to provide courses that qualify for Continuing Professional Education credit. The Annual Conference qualifies for up to 10 CPE credits. There are over 20 sessions to choose from on issues relating to government finance.

Earn up to **25 CPE** credits through a combination of Pre-Conference Seminars and Annual Conference sessions.

## exhibitors

Over 55 companies specializing in government products and services will be available to demonstrate and discuss the latest innovations in government finance.

# HOTEL INFORMATION

## NEW PROCESS FOR 2017:

### Reserve directly with the hotel of your choice.

Reserve online, by phone or mail. Information for each hotel is provided on the enclosed Hotel Reservation Form.

### Reserve your room by March 6, 2017.

Reserve by this date to receive the discounted conference rate on a space-available basis. **DO NOT DELAY.** *Group blocks fill quickly - well before the cutoff date.* Reservations made after March 6, 2017 will be subject to availability at each hotel.

### Guarantee your room.

Online and phone reservations require a valid credit card to hold the room. Credit cards are not charged until check-in. Mailed reservations will require a minimum of one night's deposit; include with your reservation form. Make checks payable to the hotel. See the Hotel Reservation Form for details.

### Tax Exemption.

Include your exemption certificate with your reservation. For tax exempt entities, payment must be made from the tax-exempt entity. Personal payments (check or credit card) will void the tax exemption.

# REGISTRATION DETAILS

Registration for the pre-conference seminars and the annual conference is open to all interested persons. To register, please complete the enclosed conference registration form and return it to NYS GFOA or go to [nysgfoa.org](http://nysgfoa.org) to register online.

Pre-registration deadline: **March 14, 2017.**  
After this date you **MUST** register on-site.

### Pre-Conference and Conference Rates Discount Dates:

To receive discounted pricing, your payment must be postmarked and paid by the cutoff dates below.

By 1/31/17	By 2/28/17	After 2/28/17
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See page 5 for a complete list of Conference Rates.

- See enclosed Registration Form for Pre-Conference and Conference rates.

## cancellation policy

Cancellation must be sent by one of the following methods:

**Mail:** NYS GFOA, 126 State St, 5th Fl, Albany, NY 12207

**Email:** [info@nysgfoa.org](mailto:info@nysgfoa.org)

**Fax:** 518-434-4640

Cancellation Dates:

- By March 14, 2017: Any cancellations will be charged an administrative fee of \$25.00
- After March 15, 2017: No Refunds.
- Payment is **required** on any and all unpaid registrations not cancelled according to this policy.

### Hotel Reservation Confirmations.

Confirmations will be emailed to you directly from the hotel. Review all information for accuracy.

### Group Rates for Registered Conference Attendees Only.

The conference rate will be honored *only* for registered conference attendees. Reservations that do not have a corresponding conference registration will be removed from the group block before the start of the conference on March 27, 2017.

## cancellation policy & changes

### Cancellation deadline.

Reservation cancellations must be made directly with the hotel according to each hotel's specific policy to receive a refund (see Hotel Reservation Form). A charge of one night's room (and tax, if applicable) will be charged or forfeited on reservations that do not arrive (no-shows) or are not cancelled according to the policy.

### Early departures.

Early departures after check-in may be subject to penalty fees set by the hotel.

### Changes to reservations.

Make changes to your reservation directly with the hotel.

# JOIN NYS GFOA!

Join NYS GFOA at the "first time member" rate (see below) and begin your benefits today, including registering at the member rate for the NYS GFOA 38th Annual Conference!

NYS GFOA provides an abundance of opportunities to enhance your professional knowledge and expand your network of peers. See Membership Benefits (right), visit [nysgfoa.org](http://nysgfoa.org) or call 518-465-1512 for more information.

## MEMBERSHIP RATES

### 2017 first time member discount

<b>Government</b> (ck/cash):	\$85.00
<b>Government</b> (credit card):	\$88.00
<b>Private</b> (ck/cash):	\$190.00
<b>Private</b> (credit card):	\$196.00

### 2017 renewing member rates

Per Individual	Government	Private
1-3 members/entity (ck/cash):	\$170.00	\$395.00
1-3 members/entity (credit card):	\$175.00	\$407.00
4-8 members/entity (ck/cash):	\$155.00	\$350.00
4-8 members/entity (credit card):	\$160.00	\$361.00
9+ members/entity (ck/cash):	\$140.00	\$315.00
9+ members/entity (credit card):	\$144.00	\$324.00

### NEW FOR 2017:

## THE NYS GFOA PROFESSIONAL DEVELOPMENT SCHOLARSHIP

**Are you eligible?** The Professional Development Scholarship is available to NYS GFOA public sector members *in good standing* who are first-time\* conference attendees.

The Association will be **awarding up to five Scholarships to attend the NYS GFOA Annual Conference.** Each Scholarship covers the cost of the Annual Conference registration and two nights at the Conference hotel.

There will be one Scholarship per NYS GFOA geographic region; however, if there are no eligible applicants from a particular region, the Committee has the option to award more than one per region.

To get your copy of the scholarship application and submission requirements please visit [nysgfoa.org](http://nysgfoa.org) and click on the Resources tab at the top of the page.

**Submission Deadline:** January 15, 2017 at 11:55pm

**Selection Announcement:** On or before February 15, 2017

**Email Completed Applications:** [Scholarship@nysgfoa.org](mailto:Scholarship@nysgfoa.org)

\* Prior year attendees unable to attend the upcoming conference due to extenuating circumstances may also be considered.

## MEMBERSHIP BENEFITS

**be informed, be connected, be educated**

### education

NYS GFOA offers many educational opportunities throughout the year including the Annual Conference, regional seminars, webinars, Elected Officials Basic Finance Training, and workshops through our own **Governmental Finance Institute** and **Governmental Accounting Essentials**.

### communication

NYS GFOA communicates with members through monthly electronic news briefs, breaking news "In the Loop" email notices, a quarterly magazine, an online Membership Directory, and an interactive web site. The Association is also able to personally address your government finance questions through our in-house resources.

### publications

In addition to the quarterly magazine highlighting the latest developments in government finance, NYS GFOA produces best practice guides to assist government finance professionals. NYS GFOA publications provide guidance in areas such as public sector cash management, budgeting, and internal control. The Association also maintains an on-line Resource Library, which contains sample policies, RFPs, budgets and more for member use.

### legislation

From legislation and regulations passed in Albany and Washington, to new accounting and auditing standards established by the GASB, the AICPA, and others, NYS GFOA keeps you informed about changes which impact the world of government finance.

### discounts

Fees for educational events and publications are discounted for NYS GFOA members.



**38<sup>th</sup> NYS GOVERNMENT FINANCE  
OFFICERS' ASSOCIATION, INC.  
ANNUAL CONFERENCE**  
march 29-31, 2017  
pre-conference begins march 28

# REGISTRATION FORM

Please complete all sections.

## 1. ATTENDEE (First Time Attendee? Yes)

Name \_\_\_\_\_ Professional Designation \_\_\_\_\_

Title \_\_\_\_\_

Entity/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

## 2. PRE-CONFERENCE SEMINARS (Tuesday & Wednesday only)

- Fees are separate from the Conference program.
- Fees listed on the left are for check (ck) payments.
- Fees listed on the right are for credit card (cc) payments.
- Cutoff dates for fee discounts apply to all seminars.

### Cutoff Dates **By 1/31/17** **By 2/28/17** **After 2/28/17**

**Tuesday** (March 28) and **Wednesday** (March 29)

**GFI FDN: Gov'tl Acctg & Financial Rptg (2 days)** • 1p-5:30p & 8:30a-4p

**Member**  CK \$160 / CC \$165  CK \$170 / CC \$175  CK \$180 / CC \$185  
**Nonmember**  CK \$320 / CC \$330  CK \$340 / CC \$350  CK \$360 / CC \$371

**Tuesday** (March 28)

**GFI FDN: The Fundamentals of Budgeting** • 8a-11:30a

**Member**  CK \$100 / CC \$103  CK \$110 / CC \$113  CK \$120 / CC \$124  
**Nonmember**  CK \$200 / CC \$206  CK \$220 / CC \$227  CK \$240 / CC \$247

**Ethics & Professional Conduct for NYS CPAs** • 8:30a-12p

**Member**  CK \$150 / CC \$155  CK \$160 / CC \$165  CK \$170 / CC \$175  
**Nonmember**  CK \$300 / CC \$309  CK \$320 / CC \$330  CK \$340 / CC \$350

**GFI ADV: Internal Control Best Practices** • 8:30a-12p

**Member**  CK \$100 / CC \$103  CK \$110 / CC \$113  CK \$120 / CC \$124  
**Nonmember**  CK \$200 / CC \$206  CK \$220 / CC \$227  CK \$240 / CC \$247

**GFI ADV: Budgeting Best Practices** • 1p-4:30p

**Member**  CK \$100 / CC \$103  CK \$110 / CC \$113  CK \$120 / CC \$124  
**Nonmember**  CK \$200 / CC \$206  CK \$220 / CC \$227  CK \$240 / CC \$247

**Wednesday** (March 29)

**GFI ADV Debt Management Forum** • 9a-4:30p

**Member**  CK \$150 / CC \$155  CK \$160 / CC \$165  CK \$170 / CC \$175  
**Nonmember**  CK \$300 / CC \$309  CK \$320 / CC \$330  CK \$340 / CC \$350

**2017 GAAP Update** • 1:30p-5p

**Member**  CK \$120 / CC \$124  CK \$130 / CC \$134  CK \$140 / CC \$144  
**Nonmember**  CK \$240 / CC \$247  CK \$260 / CC \$268  CK \$280 / CC \$288

## NEW FOR 2017:

- Online registration now available ([nysgfoa.org](http://nysgfoa.org)).
- Credit Cards now accepted (Master Card, Visa, and Discover).
- Mail, fax, or email registrations (check/cash). See below instructions.
- Payments by check/cash receive a discount.
- Make hotel reservations directly with Hotel (see Hotel Reservation Form).

## 3. CONFERENCE (Thursday & Friday only)

- Fees do not include Pre-Conference seminars.
- Fees listed on the left are for check (ck) payments.
- Fees listed on the right are for credit card (cc) payments.

### Cutoff Dates **By 1/31/17** **By 2/28/17** **After 2/28/17**

**Member**  CK \$200 / CC \$206  CK \$210 / CC \$216  CK \$230 / CC \$237

**Nonmemb (govt)**  CK \$300 / CC \$309  CK \$310 / CC \$319  CK \$330 / CC \$340

**Nonmemb (priv)**  CK \$395 / CC \$407  CK \$415 / CC \$427  CK \$435 / CC \$448

## 4. MEALS

Meals are included with your registration. Will you be joining us for meals? Please assist us by indicating below which meals you WILL attend. Thank you.

**Wednesday** (March 29)  Welcome Reception

**Thursday** (March 30)  Breakfast  Lunch  Dinner

**Friday** (March 31)  Breakfast

## 5. 2017 MEMBERSHIP: RENEW OR JOIN NOW!

### DUES ARE PER INDIVIDUAL

- 1-3 Members** per entity  CK \$170 / CC \$175
- 4-8 Members** per entity  CK \$155 / CC \$160
- 9+ Members** per entity  CK \$140 / CC \$144
- Introductory Offer:** 1st Time  CK \$85 / CC \$88
- RETIREE** (govt or priv)  CK \$25 / CC \$26
- STUDENT** (FT or PT; proof reqd)  CK \$25 / CC \$26

### GOVERNMENT

- CK \$395 / CC \$407
- CK \$350 / CC \$361
- CK \$315 / CC \$324
- CK \$190 / CC \$196

### PRIVATE

To obtain the volume discount, all membership applications/renewals must be submitted together. To determine your individual dues, please check within your organization for the total number of members or call NYS GFOA at 518.465.1512 for assistance.

## 6. TOTAL FEES

Pre-Conference Seminar(s) **2.** \$ \_\_\_\_\_

Annual Conference **3.** \$ \_\_\_\_\_

Membership **5.** \$ \_\_\_\_\_

**Total Payment** \$ \_\_\_\_\_

## 7. PAYMENT

Payments must be received or postmarked by the cutoff dates listed to receive discounted rates.

Check/PO/Voucher enclosed

- Please make Conference registration checks/vouchers payable to **NYS GFOA** and mail to NYS GFOA at the address below.

Credit Card (Accepted: •Master Card •Visa •Discover) AMEX not accepted.

- Please go to [nysgfoa.org](http://nysgfoa.org) and click on the 2017 Annual Conference link

## QUESTIONS? CONTACT US

Phone: 518.465.1512

Email: [info@nysgfoa.org](mailto:info@nysgfoa.org)

Fax: 518.434.4640



**38<sup>th</sup> NYS GOVERNMENT FINANCE  
OFFICERS' ASSOCIATION, INC.  
ANNUAL CONFERENCE**  
march 29-31, 2017  
pre-conference begins march 28

**NEW FOR 2017:**

- Make your hotel reservations directly with the hotel.
- Online and Phone reservations accepted. See details below.

# HOTEL RESERVATION FORM

CONFERENCE ROOM RATES AVAILABLE MARCH 27-30, 2017

- Reserve **ONLINE** by visiting [nysgfoa.org](http://nysgfoa.org) and clicking 2017 Annual link OR by **PHONE**. See hotel specific information below.
- You may reserve your room prior to registering for the conference.
- You **MUST** register for the conference to retain the group rate. **HOWEVER**, reservations without a corresponding conference registration will be removed from the group block before March 27, 2017.
- Reservations are assigned on a first-come, first-served basis and according to room availability. **RESERVE EARLY!**
- The Albany Marriott is undergoing room renovations; fewer rooms will be available for the 2017 Conference. **RESERVE EARLY!**
- All reservations must be guaranteed by one night's deposit (made payable to the hotel) or secured by a credit card.
- Conference room block cut off date is **March 6, 2017 at 3:00pm**.
- Reservations made after **March 6, 2017** are on a space available basis only.
- Have your confirmation information with you at check-in.
- All hotels are smoke-free.

**NOTE:** Rooms in the conference blocks typically sell out **EARLY!**

## CONTACT INFORMATION

ONE FORM PER PERSON. PRINT CLEARLY TO AVOID DELAYS IN PROCESSING.

Name \_\_\_\_\_

Entity/Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

## ROOM SPECIFICS

King  2 Beds  Handicap Accessible  Other \_\_\_\_\_

Roommate's name, if applicable (please use a separate form) \_\_\_\_\_

Hotel Rewards Number: \_\_\_\_\_

## PAYMENT

- Add 14% tax, unless tax exempt.
- Tax exempt forms must be submitted with reservation forms.
- Payment must be made by the tax-exempt entity to retain tax exemption.
- Check/PO/Voucher must be enclosed payable to hotel selected.
- Credit Card:  American Express  MasterCard  Visa  Discover

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

## HOTEL OPTIONS

(Prices DO NOT include 14% tax)  
Confirmations will be emailed to you directly from the hotel.

**Albany Marriott** (Site of Conference)\*

189 Wolf Rd, Albany NY 12205  
Rate per night: \$142.00 | Check-In: 4p Check-Out: 12noon  
Online: [nysgfoa.org/ac](http://nysgfoa.org/ac) click Albany Marriott  
Phone: 800-443-8952 or 518-437-6333  
Cancellation policy: By 4:00pm, 24 hours prior to arrival  
**\*If the Marriott is your PREFERRED hotel, we HIGHLY recommend reserving your room as soon as possible!**

**Radisson Albany**

205 Wolf Rd, Albany, NY 12205  
Distance from Marriott: 0.7 miles  
Rate per night: \$129.00 | Check-In: 4p Check-Out: 12noon  
Online: [nysgfoa.org/ac](http://nysgfoa.org/ac) click Radisson link, Promo Code: GFOA  
Phone: 518-458-7250 ext. 204  
Cancellation policy: By 6:00pm on the day of arrival

**Home2Suites by Hilton**

10 Metro Park Rd, Albany, NY 12205  
Distance from Marriott: 0.2 miles  
Rate per night: \$115.00 | Check-In: 3p Check-Out: 11am  
Online: [nysgfoa.org/ac](http://nysgfoa.org/ac) click Home2Suites link  
Phone: 518-482-4045 or 518-512-4611  
Cancellation policy: By 3:00pm, 24 hours prior to arrival

## IMPORTANT GUARANTEE & CANCELLATION POLICIES

Credit cards must have an expiration date of April 2017 or later.

Credit cards are collected for GUARANTEE and WILL NOT BE CHARGED IN ADVANCE.

Cancellations & Changes must be made directly with the hotel.

Cancellations: To receive a refund or avoid a charge, see above for each hotel's individual cancellation policy.

A charge of one night's room and tax will be charged or forfeited on reservations that do not arrive (no-shows) or are not cancelled by the reserved hotels' cancellation deadline - see above.

Early departures (a day or sooner) must be communicated with some hotels Front Desk by noon of the date of departure to avoid further charges.

Review your confirmation for accuracy and specific policies of the hotel.

# 2017 annual conference

# **PLATINUM** SPONSORS



**Bank of America**  
**Merrill Lynch**



**three+one**

