



OCEAN CITY • JUNE 6 - 9

MAEO 2017

DRIVEN TO SUCCEED

Conference Information



Conference Headquarters

Clarion Resort Fountainbleau Hotel
10100 (101st) Coastal Highway
Ocean City, MD 21842

Conference Planner: Brittani Thomas, 410-758-0832,
brittani.thomas@maryland.gov

Double/Double	129
Exec. King	149
Studio King	159
Cabana	179
1 BR Condo	159
2 BR Condo	219
3 BR Condo	279

Individual Reservations

All guests will be responsible for securing their own reservations. Please use the toll free number, (800) 638-2100, when making reservations and to request the special Maryland Association of Election Officials group rates. **All reservations must be made by May 9, 2017.**

The Hotel understands that attendees of the Maryland Association of Election Officials are government travelers and as such cannot be reimbursed for deposits until after their hotel stay. For this reason, the Hotel agrees to hold all credit cards for guarantee only and waive the standard policy of charging a one night deposit at the time of reservation. If an attendee does not have a credit card, a deposit of one night's room and tax will be required within seven (7) days of making the reservation.

Should a guest cancel a reservation, the deposit is refundable if notice is given at least seventy-two (72) hours prior to arrival and a cancellation number is obtained. If a guest cancels their reservation within the seventy-two (72) hour window prior to arrival and there is no advance deposit attached to their registration, they will be charged for the first night of their scheduled stay. Reservations cannot be shortened within seventy-two (72) hours of scheduled arrival. There will be no refunds for early check out. Anyone checking out prior to their scheduled departure date will be responsible for their full scheduled stay.

Guest room rates are based on single or double occupancy while condominium rates are based on a maximum of two people per bedroom. For condominiums, rates do not include daily housekeeping service. Extra person charge is \$15.00 per night. Children under 18 stay free in their parents' room using existing bedding. Currently a 10.5% state and local tax is applicable to the room rates. Such taxes are subject to change without notice. All rates are net, non-commissionable.

Tax Exempt Status

For those guests who pay by tax exempt government issued credit card or pay by government check and provide a tax exempt certificate from their agency, the 10.5% room tax will be waived. For those agencies who are not exempt from the local tax, only the 6% state tax will be waived.

Convention Rate Availability

The above convention rates will apply two days before and two days after your convention dates, based on availability. Your extension can be booked at the same time and payment can be made at checkout for any extensions to be paid for personally.

Check In/ Check Out

Check in time is 4:00pm. Groups may be checked in earlier depending upon occupancy levels and the availability of "ready rooms". Check out time is 11:00am.

Any questions during reservations, please call Brittani Thomas at 410-758-0832

Additional Information

LBEs: Instead of each county bringing two door prizes, this year each county should put together **one Silent Auction Basket and one Centerpiece**. The silent auction basket should be filled with at least a \$25 value. The money will go to the education fund. Be creative with your baskets and if you have a theme that's even better! The Centerpiece Competition is back! Centerpieces will be dropped off at the registration table and placed on the tables for voting by the MAEO board. Centerpieces will be given as door prizes after the final general session.

Entertainment on Thursday evening will be on the beach after dinner. It is recommended that if a beach towel in the sand is not going to work for you, please bring a beach chair. The hotel will have a handful of chairs available to our members who need them the most and aren't able to bring one. The hotel also has a beach wheelchair if needed.

The Clarion has an extensive Seafood & Prime Rib Buffet for the nights with Dinner on Your Own. The menu includes • C.A.B. Roast Prime Rib of Beef (carved to order) • Glazed Virginia Baked Ham (carved to order) • Maryland Crab Soup • Chicken Noodle Soup • Alaskan Crab Legs • Spicy Steamed Shrimp • Fried Clams • Oysters & Clams on the 1/2 Shell • Seafood Newburg • Catch of the Day • Pasta Station • BBQ Baby Back Ribs • Maryland Fried Chicken • Chicken Tenders • Lasagna • Wild and White Rice • Sweet Potatoes • Mashed Potatoes • Dill Garlic Potatoes • Mac & Cheese • French Fries • Steamed Corn (seasonal) • Mixed Steamed Vegetables • Fresh Salads, Fruits & Vegetables • Fresh Baked Rolls, Cakes & Pies

Other Local Events: June 10-11, OC Car & Truck Show; One of the East Coast's largest automotive and culture events comes to Ocean City with the most amazing vehicles that grace the pages of your favorite automotive magazines. www.occarshow.com for more information

General Sessions

Keynote Speaker- Kim Hodous **2016 Presidential Election; If we learned one thing it's the importance of Communication; It's Not What You Say, It's What They Hear!**

It's a simple fact: your ability to communicate effectively within your office, with elected officials, administrators, election judges and most importantly, the voter can directly impact your relationships, your organization and at the end of the day, the success of your election. Message sent doesn't always mean message heard. You want to create an environment where dialogue is OPEN, no one is made to feel WRONG and everyone's perception is that they were HEARD? Effective communication with our election stakeholders may not be easy, but it can be SIMPLE! If you want your message delivered in a way it can be received, you'll want to take the first step and listen up.

- **Why to strive for connection not perfection in conversation**
- **How to ask for what you want in a way that makes it easy to get**
- **How to effectively communicate with the opposite sex**
- **Dealing with an angry person**
- **4 simple steps to truly HEAR what someone is saying**

Queen Anne's County Sheriff Gary Hofmann **"Polling Place Emergency Response, Avoidance and Communication during an Active Threat"** "Are you really prepared for an active threat in your election office; and do we provide guidance to our election judges for their polling places?" Response, Avoidance and Communication during an Active Threat has unfortunately become part of our preparation for elections and our everyday lives. How often are we confronted in the news with a tragic incident at a mall, a church, an assembly, or a school? This presentation is designed to create *awareness* to potential issues and threats in our Election Offices and Polling Places. While Kim Hodous focuses on communication, this presentation is focused on creating awareness in your environment by being observant. A common thread is paying attention. Being aware and observant increases the odds of detecting issues before they become a problem and escalate. The information in this program will help you in your role to facilitate first responders and dealing with the aftermath of an incident. Most importantly, be as prepared as you can, plan don't just react.

Michael Karl-**"Thinking Outside of the Box"** - How often in the election do you have to perform duties or a function and just don't have the resources to get the job done? Did you ever encounter the process or procedure that just did not work the way it was supposed to? Ever missing pieces to the election puzzle but still had to put it together? The person you need is not answering the phone and not responding but the doors are opening in a couple of minutes? You followed the instructions to a "t", it's still not working and the response you get is, "Gee, I don't know what to tell you?" Or how about you still need another dozen or a hundred or so election judges and the election is 10 days away? Scarce resources, time constraints, new and uncharted equipment and process and you've used all the tools in your toolbox. Now what? This session will provide you with some new tools or new ways to use old tools to successfully administer your election.

Faith Evans-Team Building Program-Running an election means working in a team-whether you are training judges, programming equipment or processing ballots. Faith specializes in experiential learning with small and large groups in the areas of relationship building, creativity, problem solving, leadership, communication, play for a purpose...and for no purpose!

Ricky Hatch, Weber County Utah, Elections Division Chair, IGO-"Vote Centers"- Vote centers are an alternative to traditional, neighborhood-based precincts. When a jurisdiction opts to use vote centers, voters may cast their ballots on Election Day at any vote center in the jurisdiction, regardless of their residential address. Eleven states now either permit jurisdictions to replace precincts with vote centers, or have authorized vote center pilot projects in selected jurisdictions.

Breakout Sessions

Voter Registration/ Standards- Dale Livingston, Chair Standards and Jessica White, Chair VR-A discussion of voter registration audits, processes and procedures.

Overseas Voting: Strategies for Engaging Every Voter Breakout-Kamanzi Kalisa, OVI Director for The CSG will discuss the The Council of State Governments Overseas Voting Initiative Policy Working Groups recommendations to improve the voting experience for our military and overseas voters. The recommendations reflect a commonsense, actionable and practical approach to facilitating the overseas voting process regardless of jurisdiction size or structure.

Election Technology Toolkit-Whitney May from the Center for Technology and Civic Life: The Election Toolkit is a library of free and low cost tools to promote civic engagement and make voting easier. Developed by, with, and for election officials, the tools come with step-by-step instructions as well as information about how to use them for the best impact. Resources for Election Judge Management, Voter forms, Election judge forms, Website development, printed materials and Early Voting Management.

Legislative Panel-Stuart Harvey, Legislative Committee Chair will host a legislative panel

Plain Language-Whitney Quesenbery from the Center for Civic Design; Ensuring voter intent through design. With each election, voters receive flyers and booklets to help them understand the election process, register, find their polling places, and learn what's on a ballot for each election. But do they find the information they need?

Electronic Pollbook Roundtable- A vendor panel discussion and presentations of electronic pollbooks

Early Voting/Election Judges-Daneen Banks, Chair-A discussion of lessons learned during Early Voting, the rollout of Same Day Registration and Election Judge Management

Host Counties:

Harford County Board of Elections-Kevin Keene, Director, Dale Livingston, Deputy Director

Cecil County Board of Elections- Debbie Towery, Director, Lora Walters, Deputy Director