



Maryland Association of Election Officials 2019 Annual Meeting and Conference Information

Hotel Registration deadline is April 20, 2019
Conference Registration deadline is May 1, 2019

The Annual Maryland Association of Election Officials (MAEO) Conference. The conference will be held in Ocean City, Maryland at the Clarion Resort Fontainebleau Hotel from May 21, 2019 to May 24, 2019. We are excited to have the State Board of Elections join our conference as we prepare for the 2020 Presidential election cycle.

HOTEL INFORMATION

Clarion Resort Fontainebleau Hotel
10100 (101st Street) Coastal Highway
Ocean City, Maryland 21842
Reservations: 800.638.2100

Individual Reservations

All guests will be responsible for securing their own reservations. Call 800.638.2100, use the Room Reservation form or follow the link on page 6 of this document when making reservations and to request the special MAEO group rates. **Hotel room reservations must be made by April 20, 2019** to receive the below listed room rates.

- Queen/Queen \$135.00
- Executive King \$135.00
- Studio King \$165.00
- Poolside Cabana \$185.00
- 1 Bedroom Condo Suite \$135.00
- 2 Bedroom Condo Suite \$185.00
- 3 bedroom Condo Suite \$245.00

Conference Rate Availability

Conference rates are offered 3 days prior (May 18 to May 20) to the conference at the above rates. The following rates will apply three (3) days after the conference, from May 24, 2019 to May 27, 2019 Memorial Day weekend, based on availability.

- Queen/Queen \$250.00
- Executive King \$250.00
- Studio King \$280.00
- Poolside Cabana \$300.00
- 1 Bedroom Condo Suite \$250.00
- 2 Bedroom Condo Suite \$300.00
- 3 Bedroom Condo Suite \$350.00



The Hotel understands that attendees of the MAEO conference 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 his/her 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 his/her 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.

GENERAL CONFERENCE INFORMATION

Registration Fee

The total conference registration fee per person is \$250.00. This includes breakfast, lunch and dinner on Wednesday and Thursday. Daily rates are also available. MAEO contributes \$5.00 per attendee to the Educational and Grant fund which is used for members' continuing education. **Complete and return the Registration form no later than May 1, 2019.** Due to direct costs that MAEO incurs, there will be no refunds after May 8, 2019. Arrangements can be made regarding registering Board members and other staff members. All Board members, existing or incoming, are welcome to attend, Contact Danna Williams, Treasurer, directly before the registration deadline to make special arrangements. Substitutions and registration transfers after May 1, 2018 may result in an administrative charge.

Host Counties

A very special thank you is extended to our Western Maryland Host Counties, Allegany, Garrett and Washington!

Door Prizes

Every jurisdiction and the State Board of Elections are asked to donate two (2) door prizes. Place the donor information on the door prize and drop off at Registration. Every attendee name will be placed in a drawing. During lunch and dinner, winners will be selected. Be creative with your door prizes and good luck!



Meals

Breakfast will be served in the Horizons restaurant on Wednesday and Thursday morning. You must have a breakfast ticket to enjoy the breakfast buffet. Lunch and dinner will be served in the Grand Ballroom on Wednesday and Thursday. You must display your MAEO name badge during all meals. For Wednesday's lunch buffet, please sit at the table number that matches the number on the back of your name badge for entertainment. Go Team MAEO!!

Celebrating the 100th Anniversary of Woman's Suffrage

On June 4, 1919, Congress passed the amendment which would ultimately be ratified as the 19th amendment granting women the right to vote. During this year's conference, MAEO will celebrate the 100th Anniversary of Woman's Suffrage. We are grateful to have the Honorable Julia Gouge, Senator Mary Washington and Delegate Kathy Szeliga join our celebration of this anniversary.

MAEO Election

There will be a MAEO Election for an amendment to the bylaws. More information to follow. All attendees are welcome to watch the election canvass on Thursday.

CONFERENCE SPEAKERS, SESSIONS, PRESENTATIONS

To the extent possible, and when available, printed materials from all sessions and presentations will be provided in the attendee folders.\

Be Recount Ready

2018 proved that every vote counts..... As we enter into the 2020 Presidential Election cycle learn how you can be ready for any recount. The panelists will provide strategies and processes to help guide you through the recount process. Each panelist directed a recount during the 2018 Gubernatorial Election. This general session will take place on Wednesday.

Same Day Registration and Address Change (SDR)

Amber MacReynolds is the former Director of Elections for Denver City and County in Colorado and nominee for public official of the year. She will discuss SDR including implementation and management. Our responsibilities and the responsibilities of our Election Judges are changing and growing. Amber will bring us effective ways to incorporate SDR in our election cycle. This general session will take place on Wednesday.

Complying with Maryland's Open Meeting Act

This session provides an overview of Maryland's Open Meetings Act (OMA) law. The OMA guides us in the requirements for providing public notice of meetings and for closed meetings when appropriate. The presenters will focus on steps that we can take to comply, discuss some of the cases and complaints that have come before the Open Meetings Act Compliance Board, and if time permits, address questions. This breakout session will be offered twice on Wednesday. All attendees are welcome and encouraged to attend.

How Secure is Maryland's Voting System?

How do we keep our election systems and data secure? Has a voter or public official asked you this question? Do you know the answer? At this session, we will provide you with all the information you need to answer these questions or more. This is a general session. All attendees are welcome and encouraged to attend.



2019 Legislative Update – What’s new and coming for 2020 in Elections

Our very own Stuart Harvey, Chair of the Legislative Committee will lead this session to explain new legislation that affects elections. This breakout session will be offered twice on Wednesday. All attendees are welcome to attend.

“Stayin Alive” Learn How to Save a Life

Receive in person hands-on training and certification in hands-only CPR and recognizing and responding to opioid overdose with Naloxone. The Governor has issued a state of emergency for the opioid epidemic. Bystander CPR can double or triple a cardiac arrest victim’s chances of survival. Having this training is essential for election officials because we are consistently with the public during election judge training, early voting and on Election Day. Get certified and find out how the classic disco song “Stayin Alive” can actually help you keep someone alive. Participants will receive a certification and a kit. This breakout session will be offered twice on Wednesday.

#SocialMedia4Elections: Mastering the Art of Social Media and Communication

In today’s world, navigating social media can be tricky and sometimes detrimental. Everyone is communicating and networking through social media and staying up on the demand is beneficial to every election office. Through this demonstration you will learn effective and professional ways to engage and inform your voters, legislators and election judges through various social media platforms. This breakout session will be offered twice on Wednesday. All attendees are welcome to attend.

5 Stages of Rock Solid Leadership in Election

Liz Weber is a strategic leadership expert with over 25 years of experience. She brings a common sense, no-nonsense approach to relevant topics that will challenge us as election officials. If you find yourself wondering why your teams sometimes frustrate you and seem less effective than they could be, this presentation is right for you! This breakout session will be offered twice on Wednesday for Directors, Deputies, Administrators and Supervisors.

Personnel Power Hour

Did you know that State election officials are in a special classification, the “Election Series” and that our job classifications have not been updated or revised since early 2003? Did you know that if your classification is a Grade 14 or higher you are no longer eligible to receive cash overtime? Did you know your leave package changes after certain years of service and do you know how it impacts your retirement? Find out this information and much more when you attend this power hour for election officials. This breakout session will be offered twice on Wednesday and is open to all attendees.

Innovations in Elections

Continuous process improvement is mandatory in elections. Attend this session to learn how to cross-train election judges, specifically Same Day Registration (SDR) and provisional Judges as well as other innovative best practices. All attendees are encouraged and welcome to attend this session.



Build Depth and Plan for Secession in 8 Easy Steps

Succession planning is really determining what skills, knowledge, behaviors and values you will need in key positions in the future to ensure your election office continues to grow and succeed according to your strategic plan. It is happening in all of our election offices. Key personnel in key roles are retiring or leaving. Attend this session to learn how to plan ahead... To look to the future.... and beyond! This session is for Directors, Deputy Directors and Administrators only.

Table Top Exercise (TTX) – Ready for Anything

MAEO is pleased to be able to offer this all day event on Thursday! The State Board of Elections (SBE) will ask some individuals who participated in SBE's August 2018 exercise to help with this TTX. The TTX team will lead you through an election cycle where real-world events happen and practice how you would respond to those events. This team building exercise will help you learn why there are certain reactions to events, how others deal with events, and what others experience depending on their role. Special appreciation is extended to the State Board of Elections for making this session as well as the How to Conduct a TTX session possible. Board members and attorneys will not attend this session as there are separate breakout sessions for these attendees.

How to Conduct a Table Top Exercise (TTX)

This session is by invitation only. The State Board of Elections (SBE) TTX team will teach invited election officials how to conduct a table top scenario. The TTX team will explore different types of table top exercises and enable you to conduct exercises for your board members, staff, and election judges. Each participant will leave the session ready to conduct several exercises. SBE's TTX team will issue invitations to some of the election officials who participated in SBE's August 2018 exercise.

Breakout Sessions

This year's breakout sessions are a collaboration of valuable knowledge, experience and input from local board and State Board election officials. Each session will be offered twice to allow for optimum attendance.

Board Member and Attorney Breakout Sessions

While election staff are attending the TTX sessions, Board members and attorneys will attend sessions specifically designed for them.

- Must Haves in Polling Place Surveys and Do's and Don'ts in Electioneering
- Jurisdictions, Large and Small; Differences and Similarities in Administration
- Canvass: Absentee, Provisional and Early Voting Results
- Roundtable Discussion: 2020 Presidential Election Ready

Entertainment

Entertainment on Wednesday evening will be the first ever "MAEO FEUD" game. Be sure to review the attached flier and enter to compete! To sign up for MAEO Feud, contact Guy Mickley at guy.mickley@maryland.gov. On Thursday, the MAEO FEUD finalists will face off before a fun night of music and dancing. This year's dance theme is "Futuristic" so come dressed to impress! This year's prizes are the best ever to be won at a conference!

There will be a cash bar both Wednesday and Thursday evenings, along with a DJ and karaoke. Join the fun and enjoy the evenings with your election family!!



Other Information

This year we are hosting our very first Vendor Trade Show. The Trade Show will take place after the Business Meeting on Tuesday from 6:00 pm to 8:00 pm. Visit every vendor during the conference and enter to win the Vendor Scavenger Hunt. The winner will be selected during dinner on Thursday.

For Tuesday's Dinner on Your Own, there are a variety of choices. The Horizons Restaurant has a Seafood & Prime Rib Buffet and there are many other local restaurants. A list will be included in your conference book.

Questions

Hotel Rooms – Contact the Clarion Hotel directly at 800.638.2100

Registration – Email Danna at dewilliams@baltimorecountymd.gov

All other questions – Contact Ruie at 410.887.0982 or by email to ruie.lavoie@maryland.gov

Hotel Reservation

The hotel room reservation form is attached or you can follow the link below. The hotel reservation link will take you directly to the MAEO conference rates. Please be sure to select the correct days as they offer reduced rates prior to and after the conference.

http://secure-web.cisco.com/1jbGpbkbSWpUEAQKeZqnrp8d9p6Vt9I1hTG1Q7mk6LsdfFhliCFvRLfY8ggJW645X9O2DYwFzNIN4JaWWKioG4X9z3ymvModIEWMLzVgw04NPB6iL_8eRvs33TSC4y9ecTi51rjM9Wedx2rhgi3f3pzKxSD-d_I5aYvyk7mUvYe8lZo-9IKB8CIR7osURcDGCPAW-n6_R5Ng2opfkg0nBvL7t9XIA-gP8BB2s2liG_pv0-xmHchpL8Zg4CgePLJddASwJvBfHYClfcwxVweb76esO7vKIY0uJ-VynJ2JarZ1eFRsN_4oyBumo0r1qfwqhHetTAjCDILLoBpPXmUkjW5qYqW3SlrYj7927bJIPbw5hTXEsUtwA=:3Ns3WUG5XanvHyJyt4V0AVbEhXt2IsPVOEIJXPhevkbH7u4FlzGxTJBkZlzALWshsaNOcRtjNPixn56NHThtnImO-caodL58g/http%3A%2F%2Fclarionoc.webhotel.microsdc.us%2Fbp%2Fsearch_rooms.jsp%3FcheckinDateStr%3D05-18-2019%26groupCode%3DEO0513

