



Maryland Association of Election Officials

Representing the Local Election Boards of the State of Maryland

2023 Annual Meeting of the Membership Conference Information

Hotel Reservation Deadline – April 14, 2023
Conference Registration Deadline – April 14, 2023
MAEO Jacket Order Form Deadline: Before April 14, 2023

The Maryland Association of Election Officials (MAEO) Annual Meeting of the Membership and Conference will be held from May 14, 2023 to May 19, 2023 at the Ocean City Fontainebleau Resort (formally the Clarion) in Ocean City, Maryland. After several years of COVID restrictions, and a very difficult yet successful 2022 election cycle, we are excited to meet in person and visit with our election family from across the State!

There is something for every election official at this conference - from board members to office and warehouse staff, the conference will provide training and learning opportunities. All election officials are encouraged to attend. Each day of the conference will have sessions, best practices, training and valuable information that will benefit us all as we prepare for the 2024 election cycle. Board members, existing and/or incoming, are welcome to attend. MAEO membership is not required.

We do our best to keep the conference registration fee as low as possible but as you know, food prices have drastically risen over the past few years. With strict budgeting and planning, we were able to save conference funds from previous years to use this year. This extra funding allows us to keep the registration fee low and purchase jackets for MAEO members that attend the conference. The conference will include dynamic speakers and educational training courses, 2 receptions, a formal banquet, and depending on the price of crabs, hopefully we will be able to enjoy a crab feast again this year.

Conference Registration

The conference registration fee is \$250.00, the same fee charged in 2019. MAEO contributes \$5.00 per attendee to the Educational and Grant fund used for continuing education.

The registration fee includes meals and breaks listed on the agenda. On May 14th and May 15th, meals are on your own. From May 16th through May 18th, the registration fee includes a light breakfast, morning coffee break, lunch, afternoon snack break and dinner. Daily registration is available.

Registration forms must be submitted no later than April 14, 2023. Due to the direct costs that MAEO incurs, there will be no refunds after April 28, 2023. Substitutions and registration transfers after April 29, 2023 may result in an administrative charge. See registration form for details.

MAEO Jackets

Only MAEO members who attend the conference will receive a free MAEO jacket. The jacket order portion of the registration form must be completed and submitted before April 14, 2023. If you are not attending the conference or are not a MAEO member, you may purchase a jacket for \$40.00 by submitting an order before April 14, 2023. To allow time for jacket production, late order forms cannot be accepted.

Networking, Team Building, Receptions and Trade Show

To provide networking opportunities, this year we are hosting a reception on Sunday, May 14th and again on Monday May 15th. After the Business meeting on Monday, there will be a reception and Trade Show. Team Building and collaboration activities are scheduled. Plan to attend and join the fun!

MAEO Book Club

This year, we are starting the MAEO Book Club. The Club will meet on Monday, May 15th. More details and the name of the book that will be discussed will be announced soon.

Presentations, Sessions and Workshops

We are building the agenda and more detailed information is coming soon. A quick outline of the topics and sessions in the works:

- Team building and leadership activities
- Networking and collaboration opportunities
- Legislation 2023 and new regulations
- Diversity, equity and inclusion; assisting every voter
- Innovations in Elections – Information every election office needs
- Best Practices – outreach, social media, election judge recruitment, polling place design
- Revised and changed 2024 reports and forms
- Election official and voter safety
- Self-Care, mindfulness and stress reduction
- EI-ISAC, FBI, Homeland Security and CISA presentations
- The Elections Group
- State Board and new pollbook solution (pending confirmation)
- Situational Awareness and security
- CPR, Stop the Bleed, Narcan and First Aide Training
- Working with the Media, responding to PIA
- Federal Voting Assistance Program and UOCAVA
- NACO – Associate Legislative Director
- ETC Workgroup roundtable
- Legislators from around the State
- Process improvement and efficiencies
- US Election Assistance Commission
- Mail in Ballot best practices
- Current audit best practices and RLA information

HOTEL INFORMATION

Ocean City Fontainebleau Resort (formally the Clarion)
10100 (101st Street) Coastal Highway
Ocean City, Maryland 21842

Hotel check-in starts at 4:00 pm daily. Early check-ins are not available.

Hotel reservations can be made by calling 800.638.2100 or online by using this link: [Maryland Association of Election Officials](#). A deposit is required for online reservations. If you call to make reservations, you will be asked for a credit card but a deposit will not be required. The Hotel will hold the credit card for guarantee only.

For by phone reservation, you will be asked to complete and email a booking sheet for your group. Payment for all rooms must be made at check-in. If your jurisdictions pay for the entire group with a check or credit card, the payment must be made when the first attendee from your group arrives.

All guests will be required to provide a credit card at check-in for incidentals. Information regarding reservation cancelations can be found on the hotel website.

Hotel reservations must be made before April 14, 2023 to receive the below listed room rates. Please make hotel reservations as soon as possible. The condos are no longer available. The hotel agrees not to charge the daily resort fee.

- Queen/Queen \$159.00
- Executive King \$169.00
- Studio King \$169.00
- Poolside Cabana \$179.00

Tax Exempt Status

A copy of the tax-exempt certificate for each jurisdiction has been provided to the Hotel. For those guests who pay by tax exempt government issued credit card or pay by government check, the room tax will be waived.

The health and safety of our election family remains our number one priority. Hotel rooms will be thoroughly sanitized prior to check-in. All conference rooms will be periodically cleaned throughout each day and sanitized every evening. Housekeeping services will be available upon request. Although getting vaccinated a personal choice, MAEO follows CDC recommendations in promoting vaccinations. Wearing a facemask and other restrictions including social distancing is optional and recommended.

Door Prizes

Every jurisdiction is asked to donate two (2) door prizes. Include the jurisdiction name on the door prize and drop off at Conference Registration. Attendee names will be placed in a drawing and winners will be selected at various times during the conference. You must be present to win a door prize.

Please contact our Conference Planner, Ruie, by email to rlavoie@baltimorecountymd.gov with questions regarding the conference. We look forward to seeing you in May!