



CCAC Southern Division  
2008 "NUTS & BOLTS" Workshop

Registration Form

Workshop begins: Thursday, October 16, 2008, 8:30 a.m.

Workshop ends: Friday, October 17, 2008, 1:30 p.m.

Brea Community Center, 695 E. Madison Way, Brea, CA

Embassy Suites Hotel, 900 E. Birch Street, Brea, CA

Hotel is across the street from the Brea Community Center.

Free parking is available at both locations.

PLEASE COPY THIS FORM AND COMPLETE A SEPARATE FORM FOR EACH PARTICIPANT

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

CITY/ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ CCAC MEMBER? Y/N \_\_\_\_\_

Have you attended Southern Division Nuts & Bolts before? Y/N \_\_\_\_\_ If yes, when? \_\_\_\_\_

Please note preference will be given to people who have not attended in the past.

FEES: Basic Registration includes workshop, materials, Thursday night's lodging at Embassy Suites (double occupancy), breakfast Thursday morning, and lunch on Thursday and Friday \$250 for CCAC Members or \$275 for Non-Members \$ \_\_\_\_\_  
(Note: Basic registration pays for the hotel, but you still must have a valid credit card to check-in to the hotel.)

OPTIONAL:  
FEES: Single Occupancy Lodging for Thursday \$85.00\* \$ \_\_\_\_\_  
Lodging for Wednesday Night (Single Occupancy) \$170.00\*\* \$ \_\_\_\_\_

TOTAL: Make Checks Payable to CCAC. Fees are non-refundable. \$ \_\_\_\_\_

\*Roommates will be assigned for all those paying the basic registration fee. If you wish to have a private room, you must pay the additional Single Occupancy Lodging Fee of \$85 listed under Optional Fees.

ROOMMATE PREFERENCE (if any): \_\_\_\_\_ Smoking: Yes\_\_\_ No\_\_\_

\*\*If you requested lodging for Wednesday night, we may be able to find a roommate for you. If we find a roommate for you, we will notify you and you will be refunded \$85. Are you interested in a roommate for Wednesday? Yes\_\_\_ No\_\_\_

PLEASE CHECK IF YOU DO NOT REQUIRE LODGING \_\_\_\_\_ Sorry, there are no discounts for those not requiring lodging since the workshop costs are based on the entire package.

PLEASE BRING A 3" THREE-RING BINDER TO THE WORKSHOP TO ACCOMMODATE PRINTED MATERIALS.

CREDITS: Those completing the entire workshop will receive CMC credit for 12 hours at an IIMC-recognized Municipal Clerks Institute. Attendance at all sessions is mandatory to receive CMC/MMC credit.

DEADLINE IS SEPTEMBER 15<sup>TH</sup>. Mail registration with payment payable to CCAC to:

Lisa Pope, City Clerk, City of Malibu, 23815 Stuart Ranch Road, Malibu, CA, 90265

To reserve your space, fax this form today to (310) 456-2760 and mail the original with your payment.