

**COURSE VII
FACILITATING VOTER PARTICIPATION**

Instructor: Bridgett King, Ph.D
Auburn University
Auburn, Alabama

Saturday, February 18, 2017.....9:00 a.m. – 4:30 p.m.
Sunday, February 19, 2017.....8:00 a.m. – 11:00 a.m.

Voter Participation is essential to American democracy, and as the American electorate changes, the dynamics of voter participation are changing also. This course discusses who votes, who doesn't, and why. Participants learn the fundamental characteristics associated with different levels of turnout. Participants also learn how to measure participation in various ways, and how to construct and use these measures. The course also provides suggestions about how administrators might motivate voter registration and voting in their jurisdictions.

**COURSE VIII
IMPLEMENTATION OF NEW PROGRAMS**

Instructor: Mitchell Brown, Ph.D.
Auburn University
Auburn, Alabama

Saturday, February 18, 2017.....9:00 a.m. – 4:30 p.m.
Sunday, February 19, 2017.....8:00 a.m. – 11:00 a.m.

New laws, requirements, and processes always bring change. Knowing what needs to be done is only the beginning. Implementation is a system of organizational arrangements, processes, and routines that turn ideas into action. Without implementation, no change occurs and unless implementation is successful, good ideas take turn for the worse. This course gives participants tools to plan, design, schedule, and evaluate the actions that are taken to carry out policies related to election administration and voter registration. Techniques address one-time projects, new continuous progress, and changes to existing programs. Project evaluation tools and management software options will also be addressed.

**THIS COURSE IS OFFERED FOR
CREDIT FOR CERA GRADUATE
STUDENTS ONLY**

**COURSE XXVI
ELECTION ADMINISTRATION RESOURCES
MANAGEMENT**

Instructor: Kathleen Hale, J.D., Ph.D.
Auburn University
Auburn, Alabama

Saturday, February 18, 2017.....9:00 a.m. – 4:30 p.m.
Sunday, February 19, 2017.....8:00 a.m. – 11:00 a.m.

The resources necessary for election operations today people, money and equipment – are critical for the election process. It is essential to maintain these resources. And yet, at the same time, election resources are stretched thin with the increasing complexities of election operations and higher levels of public attention that bring new levels of risk. Risks present challenges to existing resources, or may even require additional support. This course examines election administration and voter registration resources, requests for new resources, and the tools and processes that election officials can use to manage risk.

**PROFESSIONAL EDUCATION
PROGRAM REGISTRATION**

Savannah, Georgia
February 18–19, 2017

To register for a class, go to the Election Center's web site at (electioncenter.org) or enter in the address bar of your computer (<http://www.electioncenter.org/conference.php?id=157>)

The registration fee can be paid by credit card or check no later than January 31, 2017. If paying by check, complete the on-line form, click **PAY BY CHECK**, make a copy of the registration form and mail with your check to be received, not postmarked, by January 31, 2017.

Course VII Facilitating Voter Participation
Platinum, Gold, Silver, Blue, Corporate, *Bronze and Associate.....\$429
Non-Member.....\$629

Course VIII Implementation of New Programs
Platinum, Gold, Silver, Blue, Corporate, *Bronze and Associate.....\$429
Non-Member.....\$629

Course XXVI Resources Management
Platinum, Gold, Silver, Blue, Corporate, *Bronze and Associate.....\$429
Non-Member.....\$629

*Bronze Individual Members who are already CERA or CERV graduates or have taken at least one CERA or CERV class are "grandfathered" and may continue to take CERA or CERV classes at the discounted membership rate.

REGISTRATION DEADLINE—January 31, 2017

Payments received after January 31, 2017, add \$100 late fee to the above amounts.

CANCELLATION POLICY: Written cancellation stating reason for same, must be received by the conference office **NOLATER THAN January 31, 2017** in order to receive full credit toward a class, workshop or conference to be used by the end of calendar year 2018 less a \$50 processing fee. There will be no credit given for cancellations on or after February 1, 2017.

If paying by check, please mail registration form and check to be received at the Conference Office by January 31, 2017 to:

The Election Center
Conference Center
P.O. Box 965
Elk Grove, CA 95759

PLEASE DO NOT SEND MAIL THAT REQUIRES A SIGNATURE. THIS MAIL CANNOT BE ACCEPTED. PLEASE USE FEDEX FOR OVERNIGHT MAIL. CALL PAT HAWKINS AT (916) 686-7928 FOR AN OVERNIGHT MAILING ADDRESS OR ADDITIONAL INFORMATION.

The Election Center's Federal I.D. Number is 54-1578880.

Non-Profit Org.
U.S. Postage
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Conference Office
P.O. Box 965
Elk Grove, CA 95759



★ 2017 ★

Special Workshop

February 15-19, 2017

SECURITY OF VOTER
REGISTRATION
AND
ELECTION SYSTEMS

Hyatt Regency Hotel
Savannah, Georgia

A MESSAGE FROM TIM MATTICE, EXECUTIVE DIRECTOR

Welcome to Savannah, the oldest city in the U.S. established in 1733 on the Savannah River. The City of Savannah became the British Colonial capital of the Province of Georgia and later the state capital of Georgia. A strategic port city in the American Revolution and during the American Civil War, Savannah is today an industrial center and an important Atlantic seaport. It is Georgia's fifth-largest city and third-largest metropolitan area.

Each year Savannah attracts millions of visitors to its cobblestone streets, parks, and notable historic buildings: the birthplace of Juliette Gordon Low (founder of the Girl Scouts of the USA), the Georgia Historical Society (the oldest continually operating historical society in the South), the Telfair Academy of Arts and Sciences (one of the South's first public museums), and the Central Georgia Railway Roundhouse complex (the oldest standing antebellum rail facility in America).

Savannah's downtown area, which includes the Savannah Historic District, the Savannah Victorian Historic District, and 22 park-like squares, is one of the largest National Historic Landmark Districts in the United States (designated by the U.S. government in 1966). Downtown Savannah largely retains the original town plan prescribed by founder James Oglethorpe (a design now known as the Oglethorpe Plan). Savannah was the host city for the sailing competitions during the 1996 Summer Olympics held in Atlanta.

Please come connect with your colleagues and partake in a robust agenda brimming with information post 2016 Election. Certainly cyber security was a top priority for election officials before the election and will continue to be into the future. Some of the topics we will discuss during the Special Workshop:

- The election administrator as the IT Manager and in plain language explain how voter registration and election systems work, including systems safeguards.

- Preparing and testing voting systems and the use of checklists, including the newly developed Election Center Checklist on Elections Security.

- Educating the voters, candidates and media on systems and safeguards.

- Use of automatic voter registration updates and online voter registration.

.....and much more, including CERA classes 7 and 8 and renewal class 26. Please see the inside of this brochure for descriptions and information for each class being offered in Savannah.

Join us at the Hyatt Regency Hotel, a premier location on the Savannah River with close proximity to everything the city offers—attractions and restaurants are within walking distance. The Hyatt Regency Savannah Hotel is located on River Street, close to downtown, and offers a taste of superb nightlife options like bars and fine-dining, and Broughton Street shopping is just a few traffic signals south of the hotel. Museums, famous houses and guided tours are all less than a mile away, leaving the Historic District completely in the palm of your hand.

Make your reservations **TODAY** at the Hyatt Regency. The rooms sell out fast, so act quickly. Please call Pat Hawkins in our Conference Office at 916-686-7928 if you need additional details. We look forward to seeing you in Savannah!

TENTATIVE WORKSHOP SCHEDULE

The workshop will be on Thursday and Friday, February 15-17, 2017 from 9am-5pm each day. There will be a Welcome Reception on Wednesday evening from 6:00 p.m. -7:30 p.m.

Continental Breakfasts will be provided on Thursday and Friday and a hosted lunch is included on Thursday.

Scheduled topics to be covered include:

Security of voter registration and election systems:

- Preparing and testing equipment
- Use of security check lists
- Vendor security procedures
- Electronic poll book security
- All mail voting
- Absentee and early voting
- Use of automated voter registration
- Cataloging threats and appropriate responses to them

Media, candidate and voter relations:

- Explaining in “plain” language how systems work
- Explain safeguards

Hiring the “right” technical staff for the election environment:

- The Election Administrator as the IT Manager.

Review of pending and proposed federal voter registration and election legislation

Update of the Professional Management Project Lesson learned from the 2016 elections

*****A detailed schedule of events will be posted on our website closer to the Workshop and included in your registration packet that you will receive upon arrival at the workshop.**

CLASSES SCHEDULE

Saturday, February 18

8:00 a.m. - 9:00 a.m.Registration

9:00 a.m. - 12:00 p.m.....Current Courses:

- Course #7 Facilitating Voter Participation
- Course #8 Implementation of New Programs
- Course #26 Election Administration Resources Management

12:00 p.m. - 1:30 p.m.....Lunch for CERA Students

1:30 p.m. - 4:30 p.m.....Courses Continued

Sunday, February 19

8:00 a.m. -11:00 a.m.....Courses Continued

Coffee and juice will be available prior to the classes each day and at breaks.

Special Workshop Registration

Savannah, Georgia
February 15-17, 2017

To register for the Special Workshop, go to the Election Center's web site (www.electioncenter.org) or enter <http://www.electioncenter.org/conference.php?id=157>

The registration fee can be paid by credit card or check no later than January 31, 2017. If paying by check, complete the on-line form, click PAY BY CHECK, make a copy of the registration form and mail with a check to be received, not postmarked, by January 31, 2017.

Workshop Registration Fees

Credit card payment or registration and check **received** by the conference office no later **than** January 31, 2017:
Gold, Silver, Blue, Bronze, Corporate and Associate.....\$449
Non-Member.....\$649

Credit card payment or registration and checks **received** after January 31, 2017 or at the workshop:
Gold, Silver, Blue, Bronze, Corporate and Associate.....\$549
Non-Members.....\$749

Cancellation Policy: Written cancellation stating reason for same must be **received** by the conference office no later than January 31, 2017 in order to receive full credit toward a class, workshop, or conference to be used by the end of the calendar year 2018 less a \$50 processing fee. There will no credit given for cancellations received on or after **February 1, 2017**.

If paying by check, please mail a copy of the on-line registration form and check by January 31, 2017 to:
The Election Center
Conference Office
P.O. Box 965
Elk Grove, CA 95759

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PLEASE USE FEDEX FOR OVERNIGHT MAIL. CALL PAT HAWKINS AT (916) 686-7928 FOR AN OVERNIGHT MAILING ADDRESS OR ADDITIONAL INFORMATION.

The Election Center's Federal I.D. Number is 54-1578880.



HYATT
REGENCY

We have blocked rooms for this meeting at the Hyatt Regency Savannah which is located at:

2 West Bay Street
Savannah, Georgia
912-238-1234

Room Rate: \$169.00 excluding state and local taxes First night deposit is non-refundable.

Hotel reservation deadline is: January 26, 2017

To make reservations, use the following link:
<https://resweb.passkey.com/go/electioncenter17>

Shuttle Information from the Airprt:

K Shuttle (912) 966-0590
\$30 Per Person Round Trip

Cab Fare from the Airport :
Approximately \$28 one way

For those of you who will be driving or have a rental car, these are the hotel parking rates:

Self: Overnight Parking.....\$19.00
Self: 0 - 2 hours.....\$10.00
Self: 2 - 8 hours.....\$12.00
Valet Per Day.....\$28.00

IMPORTANT WORKSHOP INFORMATION

DEADLINES

Hotel: January 26, 2017

(However, if the block of rooms sells out before the deadline, rooms may not be available, or may only be available at a much higher rate.)

Workshop: January 31, 2017

The registration fee can be paid by credit card no later than January 31, 2017. If paying by check, complete the on-line form, make a copy and mail with a check to be received, not postmarked, by January 31, 2017. Please do not send mail that requires a signature. (It cannot be accepted.)

Classes: January 31, 2016

(In order to obtain the discounted rate, the registration form and tuition fee must be received, not postmarked, no later than January 31, 2016. Please do not send mail that requires a signature. It cannot be accepted.)

There will be no on-site registration for classes only, as seating is limited.

On Site Registration

Because of security concerns, a computer generated name badge is required to enter the classes, workshop and lunch areas. On Site Registration may delay admission to the workshop. **PLEASE REGISTER IN ADVANCE TO AVOID LATE CHARGES AND A DELAY IN BEING ADMITTED INTO THE WORKSHOP.** Your advance registration also allows us to better plan for food and beverage functions, seating and training materials. **Thank you very much for your cooperation.**

Please use FedEx for overnight mail. If you need a FedEx mailing address, please call Pat Hawkins at (916) 686-7928.