



National Association of Election Officials

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2-23-2017

PROFESSIONAL EDUCATION PROGRAM THE HOTEL AT AUBURN UNIVERSITY

WHEN: Monday, May 8 through Saturday, May 13, 2017 (Conclude at 3:30 p.m. on May 13)
Students should arrive at 8:33 a.m. in Auburn Hotel Conference Center Lecture Hall for check-in on Monday, May 8. Class begins at promptly 9 a.m.

WHERE: The Hotel at Auburn University, 241 South College Street, Auburn, AL 36830
Phone 334-821-8200

Your Responsibilities: No meals will be provided. You will need to supply your own notepads, paper, pencils, etc. **Please bring a laptop computer or device that can accommodate a thumb drive to the classes with you. We use the laptops for group presentations in lieu of flip charts.**

In order to receive credit from Auburn University and The Election Center, students **must** attend the total class hours. **All classes require full class attendance.** ANY absence from the class will result in no credit given for that particular course. **You must schedule your travel arrangements--arrival and departure--so you can participate in the FULL class hours.** *If you must handle on-going office business while at the session, you need to handle that before class, during the lunch time [from noon to 1:30 pm each day] or after class.* **Cell phones and any other electronic devices cannot be active during class.** If you arrive late or depart early, YOU WILL NOT receive credit for the class and you will not receive a financial credit. This includes flights home so book flights well after ending time of courses. Do NOT plan on leaving class early to catch a flight. Please pay attention to all class times as they may vary. This is a serious, academically oriented Professional Education Program. Suggested attire is business casual.

TRANSPORTATION: You are responsible for your own transportation. Please arrive on time. The closest airports are Atlanta, GA (ATL), Montgomery, AL (MGM) and Birmingham, AL (BHM). Drive time from Atlanta is approximately 2 hours; Montgomery, one hour; Birmingham, 2.5 hours. ****Please note that ATL airport is on EST and Auburn, AL is on CST. Allow for one hour time difference if flying from Atlanta.** Groome Transportation offers reasonable roundtrip shuttle service between the Atlanta airport and the Auburn Hotel.

REGISTRATION INFORMATION

CLASS SCHEDULE

Mon, May 8, 2017 (9:00am - 4:30pm) & Tue, May 9, 2017 (9:00am - 12:00pm)

Instructor: Dr. Steve Brown

Course XI: History I – Ancients to 1781

Tue, May 9, 2017 (1:30pm - 4:30pm) & Wed, May 10, 2017 (9:00am - 4:30pm)

Instructor: Dr. Bridgett King

Course XII: History II: 1781 to Modern Era

Thu, May 11, 2017 (9:00am - 4:30pm) & Fri, May 12, 2017 (9:00am - 12:00pm)

Instructor: Dr. Jonathan Fisk

Course V: Ethics in Election and Voter Registration Administration

Fri, May 12, 2017 (1:30pm - 4:30pm) & Sat, May 13, 2017 (8:00am - 3:30pm)

Instructor: Dr. Kelly Krawczyk

Course VI: Communications in Elections and Voter Registration Administration

REGISTRATION DEADLINE: Friday, April 21, 2017 with payment. Credit Card (AMEX, MasterCard, Visa and Discover cards), checks or money orders are accepted forms of payment. Unless you are notified that the class is full, you will receive an email confirmation once your registration is received and processed by The Election Center. ***Late registration will include a fee of \$100 per person.*** **Cancelation information is on the registration form.**

HOTEL RESERVATIONS: A special rate of \$134.00 per night, plus taxes has been negotiated with the Auburn Hotel. You must make your own hotel reservations. If you make your reservations via the telephone, please mention that you are with **THE ELECTION CENTER** to receive the special rate. The cut-off date to receive the special group rate must be made by **NO LATER THAN 5 PM (Central Time) Friday, April 21, 2017. DO NOT DELAY.** After that date, the hotel does not have to hold rooms for us, nor do they have to honor the special rate. Click [HERE](#) to make your on-line reservations at the Auburn Hotel or by telephone call: 1-800-228-2876.

EMERGENCY NUMBER: Contact Tim Mattice at mobile 832-474-8951 for emergencies only. Non-emergency matters, please call The Election Center at 281-396-4309.

Click [HERE](#) to register for the classes