

**COURSE #1
INTRODUCTION TO ELECTION AND VOTER
REGISTRATION SYSTEMS ADMINISTRATION**

Instructor: Robert Montjoy, Ph.D.
University of New Orleans
New Orleans, LA

Saturday, March 3, 2018.....9:00 am - 4:30 pm
Sunday, March 4, 2018.....8:00 am - 11:00 am

Although United States election and registration laws vary from state to state, all elections in this country require certain basic functions, often involving multiple procedures performed by different agents, such as private vendors or departments of motor vehicles. This course takes a systems approach, breaking the electoral process down into sub-systems and showing how to diagram, analyze and benchmark them. Studying these functions allows us to improve administrative systems within jurisdictions and to compare procedures across jurisdictions.

**COURSE #2:
MANAGEMENT AND LEADERSHIP
CONCEPTS IN ELECTION AND VOTER
REGISTRATION ADMINISTRATION**

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

Saturday, March 3, 2018.....9:00 am - 4:30 pm
Sunday, March 4, 2018.....8:00 am - 11:00 am

While the United States is becoming increasingly aware of the role that Election and voter registration administration plays in a democratic society, there is still a lack of discussion about management concepts that are specific to the profession. Working to understand and develop these management concepts will enable election and voter registration administrators to become more specialized in their field. This course examines the core role and functions of election administration with a focus on how to enhance citizen services; recruit, motivate, and assess office staff; and manage office staff; and manage office time.

**THIS COURSE IS OFFERED
FOR CREDIT FOR CERA, CERV AND
CEM GRADUATE STUDENTS ONLY**

**COURSE #29
USING SURVEYS, FOCUS GROUPS AND
POLLING TO COLLECT INFORMATION TO
HELP ELECTION PROFESSIONALS**

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

Saturday, March 3, 2018.....9:00 am - 4:30 pm
Sunday, March 4, 2018.....8:00 am - 11:00 am

How does the public view your office? How do you know? This course teaches participants how to understand several common methods of interpreting election activity. As would expect, reports of Election 2016 are full of polling data and the opinions of voters and candidates. These reports influence public opinion about election results and about election operations. Election professionals everywhere need to understand the strengths and weaknesses of these methods, especially when they may be asked by the press or county commissioners, for example, to comment on results.

This course examines how surveys, focus groups, and polling are conducted. Participants will gain experience in reading questions and interpreting the results, and in understanding the benefits and weaknesses of various types of approaches. Participants are encouraged to bring examples from their own jurisdictions for discussion and analysis.

**PROFESSIONAL EDUCATION
PROGRAM REGISTRATION**

San Antonio, Texas
March 3-4, 2018

To register for a class, go to the Election Center's web site at (electioncenter.org) or enter (<http://www.electioncenter.org/conference.php?id=166>) in the address bar of your computer.

The registration fee can be paid by credit card or check no later than February 9, 2018. If paying by check, complete the on-line form, click **PAYBY CHECK**, make a copy of the registration form and send with your check *to be received*, not postmarked, by February 9, 2018.

Course 1 Introduction to Election and Voter Registrations Systems Administration
Platinum, Gold, Silver, Blue, Corporate, *Bronze and Associate..... \$439
Non-Member.....\$639

Course 2 Management and Leadership Concepts
Platinum, Gold, Silver, Blue, Corporate, *Bronze and Associate..... \$439
Non-Member..... \$639

Course 29 Using Survey, Focus Groups, and Polling to Collect Information to Help Election Professionals
Associate.....\$439
Non-Member.....\$639

*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—February 9, 2018

Payments received after February 9, 2018 add \$100 late fee to the above amounts.

CANCELLATION POLICY: Written cancellation stating reason for same must be received by the conference office **NO LATER THAN February 9, 2018** in order to receive full credit toward a class, workshop or conference to be used by the end of calendar year 2019 less a \$50 processing fee. There will be no credit given for cancellations on or after February 10, 2018. If paying by check, please mail a copy of the on-line form and check to be received at the Conference Office by February 9, 2018 to:

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

PLEASE DO NOT SEND MAIL THAT REQUIRES A SIGNATURE FOR DELIVERY. THIS MAIL CANNOT BE ACCEPTED.

Please use FedEx for overnight mail. Call Pat Hawkins at (916) 686-7928 for an overnight mail address.

For additional information, please call Pat Hawkins at (916) 686-7928
The Election Center's Federal I.D. Number is 54-1578880

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ELECTION CENTER

Conference Office
P.O. Box 965
Elk Grove, CA 95759

ELECTION CENTER

★ 2018 ★

Special Workshop

February 28, 2018
to
March 4, 2018

Security, New Systems
and Models of Election
Service Delivery

Hyatt Regency Hotel
San Antonio, TX

A MESSAGE FROM TIM MATTICE, EXECUTIVE DIRECTOR

Welcome to San Antonio, with a population of 1,144,646, San Antonio is the 8th largest city in the United States. The city is in South Central Texas, 140 miles northwest of the Gulf of Mexico, and 150 miles northeast of Laredo, which is on the Mexican border.

San Antonio has been ranked by Conde Nast Traveler as the #2 U.S. travel destination, and the #9 worldwide destination. It has been called “every Texan’s favorite city,” and Will Rogers dubbed San Antonio as “one of four unique cities in America.” The site of modern-day San Antonio was originally a Coahuiltecan Indian Village. In 1691, Spanish explorers and missionaries came upon a river on Saint Anthony’s Day, naming it the San Antonio River. In 1718, San Antonio was established as a Spanish military post, originally called the Mission San Antonio, and later dubbed the Alamo. San Antonio’s roots were largely military, and the city continues to have a large military presence today. Fort Sam Houston acts as the headquarters for the U.S. Army Medical Command as well as the home of the Fifth Army Air Force Bases that include Lackland, Randolph and Brooks. There are about 85,000 military personnel in San Antonio.

The San Antonio Paseo del Rio, or River Walk, is one of the country’s most famous and picturesque walks. The paths and stairways, made of cobblestone, were built in the 1930’s as a federal project during the Depression years. The River Walk features some of the city’s best shops, cafes and entertainment.

San Antonio is your first 2018 host for the Election Center workshops. The theme for the San Antonio conference will be Security, New Systems and Models of Election Service Delivery. Some of the topics presented during the 2 day event will be; Procurement and Contracting - procurement tips, strategies and potential pitfalls; IT Security - understanding that every election administrator has a role in IT security; New Voting Models – service delivery, voter choices and voting options and Data Dangers – protocols for protecting data while being transparent and data driven and much more. We will also be offering two CERA/CERV/CEM core courses 1 and 2 and Renewal Course 29. You can check the inside of this brochure for more information regarding these three classes.

We look forward to seeing you all in San Antonio. Please don’t delay in reserving your hotel room or registering for the conference. Our room block at the Hyatt Regency Hotel will fill up quickly.

If you have questions regarding the conference, please contact Pat Hawkins, Election Center Conference Director, at 916-686-7928 or conferences@electioncenter.org.

Thank you!

Security, New Systems and Models of Election Service Delivery

February 28 to March 4, 2018
San Antonio, TX

Wednesday, February 28

5:00 pm -8:00 pm Registration Desk
6:00 pm -7:30 pm Welcome Reception

Thursday, March 1

8:30 am Continental Breakfast
9 am - 12:00 pm General Session
12:00 pm - 1:30 pm Hosted lunch
1:30 pm - 5:00 pm General Session

Friday, March 2

8:30 am Continental Breakfast
9 am - 12:00 pm General Session
12:00 pm - 1:30 pm No host lunch
1:30 pm - 5:00 pm General Session

Saturday, March 3

9 am - 12:00 pm Course #1*
Introduction to Election and
Voter Registration Systems
Administration.

Course #2*
Management and Leadership
Concepts in Elections and Voter
Registration.

Course #29*
Using Surveys, Focus Groups
and Polling to Collect
Information to Help Election
Officials.

12:00 pm - 1:30 pm Lunch for CERA Students only.

1:30 pm - 4:30 pm Courses Continued.

Sunday, March 4

8:00 am - 11:00 pm Courses Continued

****See course descriptions and instructors
elsewhere in this brochure***

TENTATIVE TOPICS FOR WORKSHOP

Tentative topics to be discussed during the General Sessions will include (Please check our website (electioncenter.org) periodically for updates and speakers.)

Procurement and Contracting
(Tips, strategies and potential pitfalls)

Election Administration Professional Index
(What it means and why it matters)

New Voting Models
(Service delivery, voter choices and voting options)

Implementation, Promotion and Education
(Making sure everyone is prepared and aware of what’s ahead)

IT Security and Me
(Why every election administrator has a role in IT security)

Election Resources and Costs
(Professional Measurement Project)

Data Dangers
(Protocols for protecting data while being transparent and data driven)

USPS Initiatives
(New services for election administrators)

Physical, Procedural and Operational Security
(Leaving nothing to chance)

Special Workshop Registration San Antonio, Texas February 28 to March 4, 2018

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=166>

The registration fee can be paid by credit card or check no later than February 9, 2018. If paying by check, complete the on-line form, click **PAY BY CHECK**, make a copy of the registration form and send with a check to be received, not postmarked, by **February 9, 2018**.

Workshop Registration Fees

Credit card payment or registration and check **received** by the conference office no later **than** February 9, 2018:
Gold, Silver, Blue, Bronze Corporate and Associate \$459
Non-Members..... \$659

Credit card payment or registration and checks received after February 9, 2018 or at the workshop:
Gold, Silver, Blue, Bronze, Corporate and Associate..... \$559
Non-Members.....\$759

Cancellation Policy: Written cancellation-stating reason for same must be **received** by the conference office no later than February 9, 2018 in order to receive full credit toward a class, workshop, or conference to be used by the end of calendar year 2019 less a \$50 processing fee. There will no credit given for cancellations received on or after **February 10, 2018**.

If paying by check, please send a copy of the on-line registration form and check to:

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

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Please use FedEx for overnight mail. Call Pat Hawkins at (916) 686-7928 for an overnight mailing address.

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



HYATT
REGENCY

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

123 Losoya Street
San Antonio, Texas
210-451-6200

Room Rate: \$179.00 excluding state and local taxes. First night deposit is non-refundable.

Room Block is open on November 15, 2017

Hotel reservation deadline is: February 7, 2018

To make reservations, use the following link:
<https://aws.passkey.com/go/2018ElectionCenter>

Shuttle Information from the Airport:

Shuttle Approximately
\$18 Per Person Round Trip

Cab Fare from the Airport:

Approximately \$29 one way

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

Self Parking:

Approximately \$29 plus tax per day

Valet Parking:

Approximately \$33 plus tax per day

IMPORTANT WORKSHOP INFORMATION

DEADLINES

Hotel: February 7, 2018

(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: February 9, 2018

(In order to obtain the discounted rate, the registration form and registration fee must be received...not postmarked, no later than February 9, 2018. Please do not send mail that requires a signature. ***(It cannot be accepted)***)

Classes: February 9, 2018

(In order to obtain the discounted rate, the registration form and registration fee must be received...not postmarked, no later than February 9, 2018. 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.