



ELECTION CENTER

Polling Places, People and Postage

*Special Workshop
April 25-29, 2012*

Grand Hyatt
Atlanta, Georgia

A Message from Doug Lewis, Executive Director

We have done it again for you!! The Grand Hyatt Hotel Atlanta in Buckhead is one of the top hotels in the Southeastern US. It is surrounded by very good restaurants, terrific shopping and easy access to the subway. You can take the subway from the airport to within about a block of this hotel. And one of Atlanta's best shopping malls is within walking distance.

The workshop on Polling Places, People, and Postage is another example of packing the best value in elections or voter registration into a compact time. Whether you conduct elections mostly by mail or through the traditional polling place, there are issues that Presidential elections magnify for election administrators and voter registrars.. The practical information and sessions here will help you prepare your staff, your poll workers, your mailings, and your voters for the challenges of Election 2012 and beyond. Immediately following the workshop, we offer Professional Education Program courses.

Things to see while in Atlanta can include the Margaret Mitchell Home (author of *Gone With the Wind*); the nearby Atlanta History Center (in Buckhead) with 32 acres of gardens and wildlife trails; and many will also want to see the Martin Luther King National Historic site. Or you may want the entertaining New World of Coca Cola or the many facets of the CNN Center (home to TBS, TNT, etc.)

Atlanta (pop. 550,000) is the capital and largest city in Georgia. With well established sports teams (Atlanta Braves, Falcons and Hawks), it boasts the second busiest airport in America, and the newest subway system.

DO NOT DELAY on your hotel reservations because they sell out consistently, so make your reservations **TODAY**. If you have questions or need help, call Pat Hawkins in our Conference Office at 916-686-7928.

POLLING PLACES, PEOPLE AND POSTAGE

Wednesday, April 25

5-8 **Registration Desk**

6-7:30t **Welcome Reception**

Thursday, April 26

8-3 **Registration Desk**

8:30-9 **Continental Breakfast**

9-9:30 **Welcome/Housekeeping Announcements**

9:30-10:00 **Use of Mail: Absentee Voting**

10:00-10:30 **Use of Mail: All Mail Balloting**

10:30-11 **Break**

11-12:00 **New Postage Rates**
What Do They Mean to Elections?

12-12:30 **What Can Go Wrong at the Polling Place?**
Common Mistakes-Best Solutions

12:30-2:30 **CERA Renewal Hosted Lunch**

2:30-3:30 **Use of Technology to Prevent Long Lines**
Cell Phones, Texting, Facebook, Tweeting

3:30-4:30 **Most Common Voter Errors**
How to Eliminate Most of Them

Friday, April 27

8-3 **Registration Desk**

8:30-9 **Continental Breakfast**

9-10:30 **Serving More Voters with Fewer Resources**

10:30-11 **Break**

11-11:30 **Polling Worker Recruitment and Training**
(A fresh look at making this part of the job more efficient)

11:30-12:00 **Strategies for Shoring Up Your Budget**

12:00-12:30 **Does Polling Place Consolidations Work?
Or, Just Create New Problems?**

12:30-2 **No Host Lunch**

2:00-2:30 **Accommodations for Voters with Special Needs
(A review of Federal law and helpful hints)**

2:30-3:00 **Registration Efforts
Will Campaigns and Voter Groups Swamp
the Process
What to Expect and How to Alleviate your
Situations**

3:00-3:45 **Proposed and Pending Federal Legislation**

3:45-4:30 **Bench Marking Team Status Report**

Saturday, April 28

8-9 Registration

Course #3

Budgeting

Course #4

Information Management and Technology

Course #24

Expanding the Franchise

12-1:30 Hosted Lunch

1:30-4:30 Courses Continued

Sunday, April 29

Courses Continued

8-11

Course #3

Course #4

Course #24

REGISTRATION
The Election Center
Special Workshop

Atlanta, Georgia
April 25-27, 2012

(Please use a separate form for each person registering)

Name _____
(Address and office phone number provided will be printed
on the attendee list distributed to conference participants)

Address _____

City/State/Zip _____

Telephone: Office _____

Home _____

FAX _____

If you are a member of The Election Center, please
include your membership number here _____

Are you a CERA graduate? Yes ___ No ___
If Yes, what year? _____

Workshop Registration Fees

Registration and check received by the conference office **no
later than April 14, 2012:**

Gold, Silver, Blue, Associate and NACRC.....\$399
Non-Members\$499

Registration and check received after April 14, 2012 or at the
workshop:

Gold, Silver, Blue, Associate and NACRC.....\$499
Non-Members\$599

Registration Fee Enclosed\$ _____

If you would like to use a credit card, go to electioncenter.org.
We cannot invoice.

Cancellation Policy: Written cancellation stating reason for same must
be **received** by the conference office no later than **April 14, 2012 in
order to receive** full credit toward a class, workshop, or conference to
be used during the next calendar year less a \$50 processing fee. There
will no credit given for cancellations received on or after **April 15, 2012**.

Please return completed form and check so that they are
received **no later than April 14, 2012, in order to avoid the
additional fee to:**

The Election Center
Conference Office
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. For an overnight mailing address, please call
Pat Hawkins at (916) 686-7928.

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



The Election Center Special Workshop 2012
April 24-30, 2012
Grand Hyatt Atlanta in Buckhead
3300 Peachtree Road NE, Atlanta, Georgia 30305

For Reservations: Mail this form directly to 'Reservations Department, Grand Hyatt Atlanta in Buckhead, 3300 Peachtree Road, NE Atlanta, Georgia 30305 or call (888) 421-1442. Reservations can be done online at <https://resweb.passkey.com/go/EHistoryWorkshop2012>

Reservations must be received by Wednesday, April 4, 2012 and prior to the block filling for discounted rate.

Name: _____

Address: _____

City, State, Zip: _____

Email: _____ Phone _____

Date & Time of Arrival: _____

Date & Time of Departure: _____

CHECK IN TIME 3.00 PM. Access to accommodations prior to 3:00 PM are subject to availability. CHECK OUT TIME 12.00 NOON

Guaranteed Reservations: Reservations must be accompanied by deposit or credit card guarantee.

Credit Card Guarantee: Type: _____

Credit Card Number _____ Exp. _____

Siganture of Cardholder _____

FOR GUARANTEED RESERVATIONS: I understand that I am liable for one night's room and tax which will be billed through my credit card, in the event that I do not arrive or cancel by 4 PM on day prior to my arrival. An early departure fee of **one night's room & tax** will be charged if you checkout prior to your scheduled departure date. Departure date can be changed up to your check-in date without penalty,

Signature _____ Gold Passport No _____

Requests for specific accommodations will be first come, first serve at check-In, Tax rate on room is 16%, subject to change. If unable to present a credit card at check-in, cash deposit is requested.

Guest Room Information:

No of Rooms ___ Single (1 person) @ **\$153.00** ___ Double (2 persons) @ **\$153.00**
(including unlimited internet access)

Bed Type: King 2 Doubles Smoking

Smoking Rooms \$35 Extra. Additional persons \$25.

Children under 18 free when sharing room with parents.

If room is not available at rate requested, reservations will be made at next available rate.

Share with _____

In accordance with the Americans with Disabilities Act, please notify Grand Hyatt Atlanta if you have any special needs.

COURSE #3
PLANNING AND BUDGETING

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

Saturday, April 28, 20129:00 a.m. - 4:30 p.m.
Sunday, April 29, 2012..... 8:00 a.m. - 11:00 a.m.

This course covers strategic management and budgeting. The learning objective is to provide provide participants with the knowledge and skills required for effective strategic planning and the various budgeting techniques seen in practice. This course links the skills and knowledge of effective planning and budgeting techniques to total quality improvement for elections and voter and registration.

Examples of topics that may be covered in this course:

1. Discussion of strategic planning and total quality improvement.
2. Technical and management aspects of budgeting for total quality improvement.
3. Benchmarking.

**COURSE #4
INFORMATION MANAGEMENT AND
TECHNOLOGY**

Instructor: Matt Masterson, J.D.
Office of the Ohio Secretary of State
Columbus, OH

Saturday, April 28, 20129:00 a.m. - 4:30 p.m.
Sunday, April 29, 2012..... 8:00 a.m. - 11:00 a.m.

Effective use of modern technology has become a vital part of election and voter registration administration. Automation can greatly improve productivity and efficiency, but needs and solutions must be properly evaluated if expensive and potentially catastrophic problems are to be avoided. The course will focus on types of technology available and will expose participants to types of uses for the technologies. Technology will be examined for the ways it can be used to more effectively serve both the external public as well as the internal needs of our employees and other governmental offices. One principle focus, however, will be to look at how technology changes the nature of the way tasks are accomplished and how to manage those tasks in a changed environment.

Examples of topics that may be covered in this course:

1. Using technology to enhance workflow
2. Rethinking work, redefining methods, and transforming the process
3. Computers in the office
4. Voting Systems

COURSE #24

EXPANDING THE FRANCHISE

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

Saturday, April 28, 20129:00 a.m. - 4:30 p.m.
Sunday, April 29, 2012..... 8:00 a.m. - 11:00 a.m.

This course covers the development of contemporary American election administration from the historic moments of the 1960s to the present day. The course begins with the passage of the Civil Rights Act (1964) and Voting Rights Act (1965) and traces key legislation, court decisions, regulatory developments, and political events alongside the launching of new organizations and activities that have shaped the growing professionalism of election administration during this time. The course concludes with a discussion of current key developments in the states that present professional challenges.

Major national milestones include:

- Civil Rights Act
- Voting Rights Act and reauthorizations (including language requirements)
- National Voter Registration Act
- Uniformed and Overseas Citizens Absentee Voting Act and MOVE Act
- Voting Accessibility for the Elderly and Handicapped and Americans with Disabilities Act
- Help America Vote Act

Professionalism of the field includes the launching of new organizations and activities, such as the Elections Administration Reports, the Election Assistance Commission, The Election Center, and others.

The course will also consider current professional concerns that have evolved during this time, including issues raised by administration of the following types of issues:

Voter ID
Felon voting status
Election day registration
Voter registration databases
Third party voter registration

The Election Center
PROFESSIONAL EDUCATION PROGRAM

Atlanta, Georgia, April 28-29, 2012

(Please use a separate form for each person registering)

NAME _____ Male ___ Female ___

ADDRESS _____

CITY/STATE/ZIP _____

EMAIL _____

TELEPHONE:

Work _____ Home _____ FAX _____

(For Emergencies)

Election Center Membership Number _____

Registration and check **received** by the conference office **no later than April 14, 2012:**

Course #3: Budgeting

Platinum, Gold, Silver, Blue, and Associate _____ \$379

Non-Member _____ \$479

Course #4: Information Management

Platinum, Gold, Silver, Blue, and Associate _____ \$379

Non-Member _____ \$479

Course #24: Expanding the Franchise

Platinum, Gold, Silver, Blue and Associate _____ \$379

Non-Member _____ \$479

REGISTRATION DEADLINE—April 14, 2012

To use a credit card, go to electioncenter.org.

Registration and check received by the Conference Office after April 14, 2012, add \$100 to above fees. There will be no on-site registration for the class due to limited seating. Sorry, we cannot invoice.

CANCELLATION POLICY: Written cancellation stating reason for same must be received by the conference office **NO LATER THAN April 14, 2012** in order to receive full credit toward a class, workshop or conference to be used during calendar year 2012 less a \$50 processing fee. There will be no credit given for cancellations on or after April 15, 2012.

Please mail this form and check **to reach** the Conference Office before **April 14, 2012** to:

The Election Center
Conference Office
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 for an overnight mail address.

For additional information, please call Pat Hawkins at (916) 686-7928.

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