

A message from
Tim Mattice, Executive Director

Welcome to Atlanta, Georgia. Atlanta is the capital and most populous city of the state of Georgia. With a 2020 census population of 498,715, it is the 38th most populous city in the United States. It serves as the cultural and economic center of the Atlanta metropolitan area, home to more than six million people and the ninth largest metropolitan area in the nation.

Atlanta played an important part in both the Civil War and the 1960s Civil Rights Movement. Atlanta History Center chronicles the city's past, and the Martin Luther King Jr. National Historic Site is dedicated to the African-American leader's life and times. Downtown, Centennial Olympic Park, built for the 1996 Olympics, encompasses the massive Georgia Aquarium.

Atlanta is our host city for the February 2022 Election Center Special Workshop. The theme for the conference will be **Lessons Learned (in preparation for Elections 2022)**. We will hear from your colleagues and stakeholders in election administration on the myriad of challenges facing election and voter registration administrators. Offering practical and workable discussions on how to face those challenges including both cyber and physical security issues.

We will be offering two CERA/CERV Core courses and two Renewal courses. There's information in this brochure regarding these four professional education courses.

We look forward to seeing you in Atlanta. Please don't delay in reserving your hotel room or registering for the conference. Our room block at the Sheraton Atlanta will fill up quickly.

Questions or need more details regarding the conference? Please call the Election Center at (281) 396-4309 or email services@electioncenter.org

IMPORTANT DEADLINE INFORMATION

Workshop & Classes: Discount ends February 2, 2022

In order to obtain the discounted rate, the registration form and registration fee must be received (not postmarked), no later than February 2, 2022.

On-Site Registration

If you register on-site your name will not appear on the attendee list. Because of security concerns, a computer generated name badge is required to enter the conference and lunch areas. On-site registration may delay admission to the conference.

Your advance registration also allows us to better plan for food and beverage, seating, and training materials. Thank you very much for your cooperation.

Election Center
21946 Royal Montreal Dr.
Suite 100
Katy, TX 77450

Election Center Special Workshop

Lessons Learned

(In preparation for Elections 2022)

February 23-27, 2022

Sheraton Atlanta Hotel



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Lessons Learned**

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Atlanta, Georgia



Election Center Special Workshop

Lessons Learned

(In preparation for Elections 2022)

Wednesday, February 23 - Sunday, February 27, 2022

Sheraton Atlanta Hotel
165 Courtland Street NE, Atlanta, GA 30303

Reservations

Room Rate: \$154.00 excluding state and local taxes.
First night deposit is non-refundable.
Hotel reservations deadline is February 2, 2022
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.

Getting There

The airport (Hartsfield-Jackson) is approximately 10 miles from the Hotel. Taxi is approximately \$20 one way and subway train is \$2.50 one way.

Parking

Hours	Valet	Self
0-3	\$25	*\$15 (*special reduced rate for commuters)
3-8	\$35	*\$15 (*special reduced rate for commuters)
8-24	\$45	\$35

Registration

Please complete the registration (including your hotel reservations) at the Election Center's website: www.electioncenter.org.

Fees	Discounted	Rate (after Feb 2, 2022)
Gold, Silver, Blue, Bronze Corporate and Associate	\$499	\$599
Non-Members	\$699	\$799

Registration fee may be paid by credit card or check. If paying by check, complete the online form, click PAY BY CHECK, and send a copy of the invoice with your check to:

Election Center 21946 Royal Montreal Dr., Suite 100, Katy, TX 77450

All payments must be received, not postmarked, by Feb. 2, 2022.

Cancellation Policy: Written cancellations must be received by the Election Center no later than Feb. 2, 2022 to receive full credit toward a class, workshop, or conference to be used by December 31, 2022. There will no credit given for cancellations received on or after February 2, 2023

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

Tentative Schedule (full draft agenda coming soon)

Wednesday, February 23

4:00pm - 8:00pm	Registration Desk Open
4:00pm - 5:00pm	Investing in Elections Committee Meeting (open to all members)
6:00pm - 7:30pm	Welcome Reception

Thursday, February 24

8:00am - 3:00pm	Registration Desk Open
8:30am - 9:00am	Continental Breakfast
9:00am - 10:15am	Welcome/Keynote Address
10:15am - 12:00pm	Topics TBA
12:00pm - 1:30pm	Hosted Lunch
1:30pm - 5:00pm	Topics TBA

Friday, February 25

8:00am - 10:00am	Registration Desk Open Continental
8:30am - 9:00am	Breakfast
9:00am - 12:00pm	TBA
12:00pm - 1:30pm	No Host Lunch
1:30pm - 5:00pm	Topics and Speakers TBA

Saturday, February 26

NOTE: Classes may only be taken by active Election Center members

Fees: \$479 per class before 2/2/22 - \$579 after 2/2/22

8:00am - 9:00am	Registration Desk Open
9:00am - 12:00pm	Course #1 , Course #2, Course #16 and Course #30

Course #1

Introduction to Analysis of Election Systems to Improve Performance

Instructor: TBA, Ph.D., Auburn University, Auburn, AL

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 subsystems 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 & Leadership Concepts in Elections & Voter Registration

Instructor: TBA, Ph.D., Auburn University, Auburn, AL

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 and leadership concepts that are specific to the profession. Working to understand and develop these 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 time and resources effectively and efficiently.

CREDIT FOR RENEWAL COURSES IS GIVEN ONLY TO GRADUATE STUDENTS RENEWING THEIR CERA STATUS

Renewal Course #16

Contracting and Public Procurement

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

Election officials acquire many goods and services from private vendors. The largest and most complicated contracts are usually for voting systems equipment and support. Successful procurement is affected by a variety of factors, such as governmental rules, funding decisions, and market conditions. The emphasis in this course is on the role of election officials and the factors that they can control or influence within the overall process.

Renewal Course #30

Election Assessment – Tracking Performance Across the Election

Administration System

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

All the votes are in and accounted for, and official election results have been released. Even though the election may be "over", the work of election officials and voter registrars is not! It is essential to conduct analysis of activities across the election system and to establish systematic feedback about successes, challenges, and solutions. In this course, election administrators and voter registrars will practice system wide assessment approach, which includes identifying weaknesses in administrative processes and procedures, evaluating instructions and assessing voter success in casting ballots to reduce voter error, place-based and mail operations, and assessing election day and early voting. Results can be used for continuous performance improvement and to educate different audiences and stakeholders including the general public, funding authorities, policy makers, advocacy groups, and the media.

12:00pm - 1:30pm Lunch for Students Only

1:30pm - 4:30pm Courses Continued

Sunday, February 27

8:00am - 11:00am Courses Continued