



THE NATIONAL ASSOCIATION *of* ELECTION OFFICIALS

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4/2021

Professional Education Program Summer Session Doubletree by Hilton Denver Tech Center

WHEN: Saturday, July 10, through Saturday, July 17, 2021 Students should arrive at 8:33 a.m. in **Lemon/Orange/Granita** meeting room for important announcements on Saturday, July 10. Class begins at promptly 9 a.m. Classes conclude at 3:30 p.m. on July 17, 2021 (see daily schedule next page).

WHERE: Doubletree by Hilton Denver Tech Center, 1701 East Orchard Rd., Greenwood Village, CO 80111

Your Responsibilities: No meals other than light refreshments 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 addition to 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. **Please schedule your travel arrangements--arrival and departure--so you can participate in the FULL class hours.** Missing any of the class time will result in no credit for the class and no financial refunds or credits for that class. This includes flights home so please 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. *If you must handle on-going office business while at the session, please do so 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 (except you may use laptops to take notes).** This is a serious, academically oriented professional education program. Suggested dress attire is business casual.

TRANSPORTATION: *You are on your own for transportation.* The Doubletree is about 28 miles from the Denver International Airport.

REGISTRATION INFORMATION

DAILY CLASS SCHEDULE

SAT, JUL 10, 2021 (9:00AM - 4:30PM) & SUN, JUL 11, 2021 (9:00AM - 12:00PM)

INSTRUCTOR: DR. RYAN WILLIAMSON

COURSE I: ELECTIONS ADMINISTRATION AS A SYSTEM

SUN, JUL 11, 2021 (1:30PM - 4:30PM) & MON, JUL 12, 2021 (9:00AM - 4:30PM)

INSTRUCTOR: DR. JON FISK

COURSE V: ETHICS IN VOTER REGISTRATION AND ELECTION ADMINISTRATION

TUE, JUL 13, 2021 (9:00AM - 4:30PM) & WED, JUL 14, 2021 (9:00AM - 12:00PM)

INSTRUCTOR: DR. ROBERT MONTJOY

COURSE II: MANAGEMENT AND LEADERSHIP

THU, JUL 15, 2021 (9:00AM - 4:30PM) & FRI, JUL 16, 2021 (9:00AM - 12:00PM)

INSTRUCTOR: DR. KATHLEEN HALE

COURSE III: BUDGETING AND PLANNING

FRI, JUL 16, 2021 (1:30PM - 4:30PM) & SAT, JUL 17, 2021 (8:00AM - 3:30PM)

INSTRUCTOR: MITCHELL BROWN

COURSE IV: ELECTION INFORMATION ACCESS AND SECURITY

REGISTRATION DEADLINE: **Friday, June 25, 2021 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 (after June 15, 2021 will include a fee of \$100 per person.** Cancellation information is on the registration form.

HOTEL RESERVATIONS: Our special group rate at the Doubletree by Hilton Tech Center is **\$159.00 per night, plus taxes.** Click [HERE](#) to make your on-line reservations or call 1-800-222-8733 or call the Hotel at 303-779-6161. If calling please identify yourself as with the Election Center to receive the group room rate. The cut-off date to receive the special group rate must be made by **NO LATER THAN Friday, June 18, 2021. 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. If you need to cancel, you are responsible for cancelling your own hotel reservation and it must be cancelled within **48 hours** before your date of arrival to avoid losing your one night's deposit.

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