



National Association of Election Officials

21946 Royal Montreal Dr., Suite 100, Katy, TX 77450 281-396-4309 www.electioncenter.org
services@electioncenter.org

2-6-2015

PROFESSIONAL EDUCATION PROGRAM SPECIAL SESSION AUBURN HOTEL & CONFERENCE CENTER

- For this session, you may choose from one to four courses to attend at a reduced price for the Election Center's Professional Education Program. Completion of this program leads to certification as a Certified Elections/Registration Administrator (CERA), Vendor (CERV) or Monitor (CEM). Due to enrollment limitations, only paid reservations will be honored. This is your opportunity to accelerate your progress through the courses and/or to allow you to complete your course requirements.
- In order to give as many people as possible an opportunity to take several courses at one location, we have contracted with the Auburn Hotel and Conference Center to keep the cost at its lowest possible rate. **The classes will still be the same high quality instruction** but in a "no frills" atmosphere. No meals will be provided. You will need to supply your own notepads, paper, pencils, etc. **If you are able to, please bring a laptop computer to the classes with you. We use the laptops for group presentations in lieu of flip charts.**
- **All classes require full class attendance.** In order to receive credit from Auburn University and The Election Center, students **must** attend the total class hours. 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 p.m.] or after class.* **Cell phones, pagers, 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 refund. 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. As such, you are expected to be prepared as you would be in any other academic situation. Suggested attire is business casual. *Keep a copy of this notice -- no other materials will be sent.*

REGISTRATION INFORMATION

WHEN: Monday, May 18 through Saturday, May 23, 2015 (Conclude at 4:00 p.m. on May 23)
Students should arrive at 8:33 a.m. in Auburn Hotel Conference Center Lecture Hall for check-in on Monday, May 18. Class begins at 9 a.m.

CLASS SCHEDULE

Mon., May 18 (9-4:30) and Tues., May 19 (9-12:00) Instructor: Dr. Robert Montjoy
Course XI: History I- Ancients to 1781

Tues., May 19 (1:30-4:30) and Wed., May 20 (9-4:30) Instructor: Dr. Steve Brown
Course XII: History II – 1781 to Modern Era

Thurs., May 21 (9-4:30) and Fri., May 22 (9-12:00) Instructor: Dr. Kelly Krawczyk
Course VI: Communication in Elections and Voter Registration Administration

Fri., May 22 (1:30-4:30) and Sat., May 23 (8-4:00) Instructor: Dr. Mitchell Brown
Course V: Ethics in Election and Voter Registration Administration

WHERE: Auburn Hotel & Conference Center, 241 S. College Street, Auburn, AL 36830.
Phone 334-821-8200 Fax 334-826-8755

REGISTRATION DEADLINE: Monday, May 4, 2015 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.*** **Cancellation information is on the registration form.**

HOTEL RESERVATIONS: A special rate of \$109 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, May 1, 2015. 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.

TRANSPORTATION: The classes will be held at the Auburn Hotel. *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. ****

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