



## REGISTRATION FORM

Copy this form as needed for additional registrations.

### TWO WAYS TO REGISTER:

(Your registration will not be processed until payment is received.)

**1 Register online with your credit card payment at:**  
[www.tcma.org](http://www.tcma.org) or  
[www.tml.org](http://www.tml.org) (click on "Training")

**2 Mail this form and your payment to:**  
 TML Administrative Services  
 1821 Rutherford Lane, Suite 400  
 Austin, TX 78754-5101

### CONFIRMATION/BADGE

Your badge and confirmation will be mailed to you. If you provide an email address, you will also receive confirmation via email.

### Please type or print below.

Full Name: \_\_\_\_\_ Badge Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ City/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I require the following special accommodations: \_\_\_\_\_

### DELEGATE REGISTRATION FEES

- Please check if this is your first TCMA Annual Conference.
- Please check if you are a member of a management assistants' organization.

DELEGATE	BY MAY 31	AFTER MAY 31
<b>TCMA Member</b> (register online and save \$25 off this price)	\$325	\$375
<b>TCMA Non-Member</b> (register online and save \$25 off this price)	\$425	\$475
<b>Special Member*</b>	\$125	\$175
<b>Student</b> (must be a full-time university student)	\$25	\$25
<b>Life Member</b>	\$25	\$25
<b>In-Transition Member</b> <i>In-transition members are responsible for any ticketed events.</i>	No Charge	No Charge
<b>SUBTOTAL</b>		



\*Special members include TCMA members who have joined since July 1, 2017; first-time attendees from cities with a population of less than 5,000; members of statewide assistants' organizations who are NOT TCMA members; and academicians.

Conference Sponsors: Please refer to sponsorship level guidelines or call us at 512-231-7400



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### OTHER REGISTRATION FEES

Local government officials may NOT attend or register as a spouse, guest, or youth.

NAME	BY MAY 31	AFTER MAY 31
Spouse/Guest:	\$15	\$15
Youth One:	\$15	\$15
Youth Two:	\$15	\$15
Youth Three:	\$15	\$15
<b>SUBTOTAL</b>		

### TICKETED EVENTS

Mark all that apply below. Some events sell out, so tickets may not be available onsite.

NAME	FEE	QUANTITY	TOTAL COST
<b>Thursday Pre-Conference Session</b> <i>Please mark quantity if you plan to attend.</i>	NC		
<b>Friday Awards Luncheon</b>	\$37		
<b>Friday Social Event at the Aquarium • Adult</b> <i>Bands on the Sand complimentary for hotel guests.</i>	\$37		
<b>Friday Social Event at the Aquarium • Youth</b> <i>Bands on the Sand complimentary for hotel guests or your conference name badge.</i>	\$20		
<b>Saturday Networking Luncheon</b>	\$37		
<b>Moody Gardens Attraction Tickets • Adult and Youth</b> <i>Children three and under are free.</i>	\$48		
(Registration fees and tickets) <b>GRAND TOTAL</b>			

### SPECIAL ACCOMMODATIONS

If you are in need of assistance of any kind, including dietary restrictions (such as allergies or sensitivities to particular ingredients), mobility, or audio or visual aids, please contact Kim Pendergraft at 512-231-7400 or kim@tml.org.