

**Registration Form - MME Winter Institute
January 28-31, 2025
Bay City**



A State Affiliate of ICMA

Municipality Name _____

Contact Name (person completing this form) _____

Address _____ City, State, Zip _____

Phone _____ Fax _____

ATTENDEE INFORMATION (please complete another form if registering more than one attendee)

Name _____ Nickname _____

Title _____ Email* _____

Guest Name (if applicable) _____ Special meal/accommodations _____

REGISTRANT TYPE	
MME Member \$425	<input type="checkbox"/>
MME Consultant Member \$500	<input type="checkbox"/>
First Time Winter Institute Attendee (for MME members only, consultants noneligible) \$300	<input type="checkbox"/>
Retired Member Winter Institute Attendee \$300	<input type="checkbox"/>
Manager in Transition Registration (fee waived) \$0	<input type="checkbox"/>
Emerging Leader Member Registration (fee waived) \$0	<input type="checkbox"/>
Guest (includes Meals, Welcome Reception & Vendor Reception) \$300	<input type="checkbox"/>
Guest (includes Welcome Reception & Vendor Reception only) \$150	<input type="checkbox"/>
Guest (includes Welcome Reception only) \$75	<input type="checkbox"/>
ADDITIONAL MEALS/ACTIVITIES	
Pre-Conference Workshop Pre-registration required for members, Tuesday, January 28, 1:00 – 4:00 p.m.	\$0 <input type="checkbox"/>
Executive Coaching 30-minute time slots available on Wednesday and Thursday, 8:00 a.m. – 4:00 p.m.	\$0 <input type="checkbox"/>
Welcome Reception Pre-registration required for members and guests, Wednesday, January 29, 5:00 – 7:00 p.m.	\$10 <input type="checkbox"/>
Vendor Reception Pre-registration required for members and guests, Thursday, January 30, 4:00 – 5:30 p.m.	\$0 <input type="checkbox"/>
Early Career Outreach Dinner Managers Only, Pre-registration required, Thursday, January 30, 5:30 p.m.	\$10 <input type="checkbox"/>
LOCAL EDUCATION TOURS	
For full attendee registration, please select which local education tour you would like to attend. *No guests allowed.	
January 29 - 2:30 pm Tours (select only one please) **Subject to change with advanced notice**	
Tri-City Brewing Tour (limited space, pre-registration required)	\$20 <input type="checkbox"/>
Economic Development Tour (limited space, pre-registration required)	\$20 <input type="checkbox"/>
City Hall Tour (limited space, pre-registration required)	\$20 <input type="checkbox"/>

TOTAL \$ _____

*I have read and agree to abide by the MME Meetings & Conferences Code of Conduct. Visit www.mme.org to review.**

By signing this, I agree to the terms stated above. **Signature** _____

Email completed registration form to registration@mme.org; then send form with a **check made payable to Michigan Municipal Executives** to: Michigan Municipal Executives, P.O. Box 7409, Ann Arbor, MI. 48107-7409.

If you wish to pay by credit card, an invoice with a secure link can be provided for online payment. As part of our commitment to security, we are now PCI-compliant with credit cards. The MME will no longer accept credit card payments on printable registration forms or over the phone.

Cancellation Policy: Refunds for registration, meals and activities will be made ONLY if MME is notified of cancellation in writing by January 17, 2025. Email registration@mme.org.

*No 2025 MME memberships will be taken at the Winter Institute. 2025 MME memberships must be prepaid before the Institute.

Registration Questions? Please call 800-653-2483 or email registration@mme.org