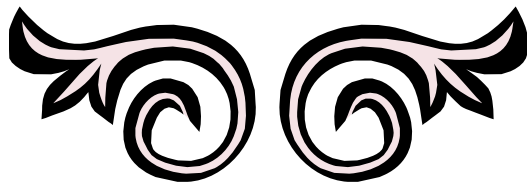


**Massachusetts Association of
Councils on Aging
And Senior Center Directors**

Presents

“Aging Well in Massachusetts and Beyond”

Our annual fall conference scheduled for



**October 6, 7, & 8, 2010
At the Sea Crest Resort
Falmouth, Massachusetts**

**Conference Registration and Reservation Kit
Instructions included**

Deadline: October 4, 2010

**Late Fees will be applied to (non-advance notice) payments submitted after this date
Discount Hotel Reservations cannot be guaranteed after this date**

“Aging Well in Massachusetts and Beyond”

MCOA’s Annual Conference Registration Checklist

October 6, & 7, 8, 2010 at the Sea Crest Resort in Falmouth

Instructions and Checklist

**Please review this document; then complete and submit the attached two page Registration Form
Use one Registration Form per attendee**

Sea Crest Resort in Falmouth: Hotel reservations should be made directly with the Sea Crest Resort by **September 24th** to ensure the reduced rate. Go online at www.mcoaonline.com to reserve your room or call **508.540.9400** and mention the MCOA Rate of \$140.00 plus tax (currently 9.7% – Municipalities and non-profits are not exempt from this tax). The Sea Crest has guaranteed that rate, based on availability, for the weekend before and the weekend after, for those attendees who want an extended stay. At Sea Crest Resort and Conference Center, you will find Cape Cod as you have dreamed it would be. During your free time you may choose to sit by the pool and cabana, or lie on the pristine, white sand private beach on Buzzards Bay. Remember this is prime time for “leaf peepers.” **We expect this hotel to sell out – so reserve early, go online to www.mcoaonline.com or call 508.540.9400 and make sure to mention you are with the Massachusetts Councils on Aging Conference (MCOA 2010) to ensure the discounted price.**

Conference Registration: MCOA has revised our Conference Registration form, so please review these instructions carefully and submit your completed form (one form per attendee) no later than October 4th. This year we will be joined by the National Institute of Senior Centers’ (NISC) National Delegate Council. Many have offered to present workshops during our event, so we will truly have a national perspective. Wednesday’s Plenary will feature a national panel with the topic “Senior Centers: Relevant or Relic? Pundits Weigh In.” At Thursday’s Plenary, EOHHS Secretary Bigby has been invited to share her thoughts and perspectives. In addition, we will be presenting MCOA’s Annual Awards and will be recognizing the newest class of MCOA’s Staff Certification Program. Watch our website for updates on these sessions as well as additions or changes to the conference schedule. Go to www.mcoaonline.com for the latest...

Additional Notes:

- **Registrants will receive upon your arrival at the conference** – a complete Conference Guide, a Name Tag and Meal Tickets from the conference Registration Desk.
- **There is no onsite registration for this conference.**
- **Name tags must be worn to attend workshops.**
- **Meal tickets will be required to enter the buffet lines, and for the dinner on Wednesday, and for Thursday’s Social.**
- **A late fee of \$25 will be assessed for registration checks received after October 6th.**
Purchase orders are acceptable.
- **Please indicate if you have previously faxed in a registration, when also mailing in your form with your payment. Bring a copy of your registration form with you to the Conference.**
- **On the Registration Form, Attendees will be able to purchase additional meal tickets for family members or guests.** These individuals will not receive name tags and thus cannot attend any workshops. **If your guest wishes to attend workshops they must pay the full registration fee.** The Plenary Sessions (after lunch on Wednesday and Thursday) will be open to all. Other options for meals for your guests include an on-site restaurant and over a dozen other restaurants in the vicinity. For more information, contact the Hotel.
- **MCOA is asking registrants to indicate the workshops they may attend on Wednesday, Thursday & Friday.** MCOA recognizes that participants may change their mind upon arrival; but this early designation will help us better plan conference logistics. Last year this procedure proved helpful in planning room size and informing presenters about the quantity of handouts that were needed to provide. Your feedback and suggestions are welcome. **Enter the workshop code found listed to the right of the Title in the Conference Bulletin.** Enter your choices in **Registration Box # 3** on the form.
- Workshop rooms **range in capacity from 25 to 200. They will be seated on a first-come, first-serve basis.** A Room Monitor will be designated for each workshop to ‘close the door’ when the room has reached capacity. Attendees are encouraged to arrive early!

Specific Registration Form Instructions:

Box #1: Registration Basics

- Please print clearly on One form per person
- Indicate if you have previously sent us in a copy of this registration
- Add carefully the total costs from Boxes # 2, 4 and 5.

Box #2: Conference Registration- note left and right columns for Members and NonMembers

- **Choose carefully. We have reformatted the cost of this conference to better reflect the cost of producing it. At the request of our members we have also restructured the cost breakdowns to better meet the needs of town auditors. Enter your subtotal at the bottom of Box #2.**
- **Non-member/Non-Partner Surcharge: The rates quoted in Box #2 on the left are only for MCOA members or members of NISC, Rhode Island Senior Center Directors Association (RISCDA), Connecticut Association of Senior Center Programs (CASCP), or the New Hampshire Association of Senior Centers (NHASC). MCOA Conference Partners including Local Officials Human Service Coalition (LOHSC), AARP, Alzheimer's Association, MA Gerontology Association, MASS ALFA, MAOA, MSAC, Mass Home Care, Mass Extended Care Federation, MA Department of Public Health: Office of Healthy Aging, MA Public Health Association, MA Commission on the Deaf and Hard of Hearing, MA Commission on the Blind, National Association of Social Workers (NASW), and the UMass Gerontology Institute. These groups are entitled to member rates. In addition, Eldercare Professionals employed in the states of Vermont, New Hampshire or Maine may attend at our *membership rate*. If you have any doubts that you are a member in good standing of at least one of these partnering organizations, please contact MCOA.**
- **If you cannot verify membership in one of these organizations above, check the box on the right.**

Box#3: Wednesday, Thursday & Friday Workshop Designation -

Please indicate the workshops you may attend on Wednesday, October 6th, Thursday, October 7th and Friday, October 8th by entering the Workshop Code in Box #3 that can be found listed to the right of the Workshop Title in the **Conference Bulletin**. This Workshop Code will help MCOA plan room size and let speakers know the approximate number in attendance to plan adequate handouts. **Help us plan by entering the code!**

Box #4: CE, CEU, and Certificates of Attendance

- **MCOA is planning to offer the listed CEs & CEUs at an additional rate for nurses, social workers, mental health, and activity professionals. You may choose to register now or wait to register on-site.**
- Please indicate which CEUs you would like to apply for, and upon arrival check into MCOA's Resolution Desk for the necessary forms (and instructions). **We hope to post the workshops designated eligible for CEUs at least one week prior to the event.**
- **MCOA Staff Certification.** Certificates of Attendance (CA) will also be offered. A registration card will be available on-site at the Resolution Desk. When the form is completed, submit it (at the Resolution Desk) with the \$10 fee. All MCOA Certified Staff must begin earning CAs now – there is a 5-year deadline to complete this requirement. Refer to your award instructions for more details.

Box #5: Additional Meals

If you wish to buy additional meal tickets please indicate your needs in this box. A very limited number of additional tickets will be available on-site. **If you have registered for a full day of workshops you do not need to purchase additional meals.** Breakfasts and Lunches are part of each day's registration fee. If you are a member and are purchasing extra tickets for your spouse, you need only pay the "Member Rate".

Box #6: Additional Needs

If you have any special needs, contact MCOA as soon as possible or list them in Box #6: (Include any dietary restrictions and accessibility issues). Menu selections for this event are posted online. Unless we are notified by September 17th we cannot guarantee that we can meet your needs.

Box #7: Hotel Reservations

We are tracking your reservations to ensure we get the correct rebate. Please indicate which nights you are staying. **Contact the Sea Crest Resort directly to reserve your room. Tel: 508.540.9400 and mention the MCOA Rate of \$140.00 plus tax (currently 9.7%) or go online at www.mcoasonline.com.** The Sea Crest Resort will honor this rate for three days before and three days after the scheduled dates of the meeting.

Any questions or comments please contact us at 413.527.6425

Deadline: October 4th

Use one checklist per registrant
 Complete & return to MCOA, 116 Pleasant Street, Room 306, Easthampton, MA 01027

**“Aging Well in Massachusetts and Beyond”
 MCOA’s Annual Conference Registration Checklist
 October 6, 7, & 8, 2010 at the Sea Crest Resort in Falmouth, MA**

Box #1. Registration Basics – Please Print Clearly

PRINT Name _____	Signature _____
Agency _____	
Address _____	
Tel. # _____	Fax # _____
Email _____	
Did you previously send in a reservation by fax/mail?	yes no
Is payment included with this form?	yes no
Grand Total (add Boxes # 2, 4, & 5) \$ _____	

Box #2. Conference Registration: Please check (✓) the options you wish to reserve

If you are a member of MCOA, NISC, the Rhode Island Senior Center Directors Association (RISCDA), the Connecticut Association of Senior Center Programs (CASCP), or the New Hampshire Association of Senior Centers (NHASC) then you pay **Member Rates**. MCOA Conference Partners, including the Local Officials Human Service Coalition (LOHSC), AARP, Alzheimer’s Association, MA Gerontology Association, MASS ALFA, MAOA, MSAC, Mass Home Care, Mass Extended Care Federation, MA Department of Public Health: Office of Healthy Aging, MA Public Health Association, MA Commission on the Deaf and Hard of Hearing, MA Commission on the Blind, National Association of Social Workers (NASW), or the UMass Gerontology Institute are also entitled to pay **Member Rates**.

Indicate which organization you belong to: _____ if None of the Above.

& Start Here

Start Here

Member Rates includes Conference Partners				Non-Member
✓			✓	
\$395		Complete Conference 3-Day Package w/ Evening Events Includes all Breakfasts, Buffet Luncheons and Breaks and includes Wednesday Annual Dinner, Thursday’s Social		\$600
\$345		Three-Day Workshop Package - Daytime Only includes all Breakfasts, Buffet Luncheons and Breaks but <i>does not</i> include Wednesday’s Annual Dinner or Thursday’s Social		\$500
\$125		Wednesday Only includes four sessions, a breakfast, a buffet luncheon and breaks		\$175
\$125		Thursday Only includes four sessions, a breakfast, a buffet luncheon and breaks		\$175
\$90		Friday Only includes two sessions, a breakfast, and a buffet luncheon		\$150
\$60		Wednesday’s Annual Dinner Meeting		\$75
\$30		Thursday’s Social		\$50
\$		TOTAL REGISTRATION COSTS		\$

Registrants' Name _____	Registrant's Agency _____
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Box #3. Workshop Designation for Wednesday, Thursday and Friday

To assist MCOA in planning room size requirements and to ensure that speakers have sufficient handouts, please indicate the workshops you may attend on Wednesday, Thursday and Friday. See the code found listed to the right of the workshop title in the Conference Bulletin.

Wednesday: Session I _____ Session II _____ Session III _____ Session IV _____
Thursday: Session I _____ Session II _____ Session III _____ Session IV _____
Friday: Intensive Session _____

Box #4. CEUs Application

If you are interested in applying for CEUs, please indicate which ones you would like and add this subtotal to your final amount. Note: Not all workshops will offer CEUs, but MCOA tries to offer at least one per session. The formal application and a list of workshops offered will be available online one week prior to the event and on-site at the Resolution Desk. You may also sign up and pay on-site for this.

_____ Nursing \$20 _____ License Social Workers \$20 _____ Activities Program Mangers \$10
 _____ MCOA Staff Certification: registration card available at Resolution Desk; a \$10 fee is required when form is completed.

\$ _____ Sub Total for Box #4

Box #5. Additional Meals

Meals Only for Spouses or Guests:
 Additional Meal Tickets are available for your guests. These tickets do not allow entrance into workshops.

Indicate # of additional tickets:	Spouse/Guest of Member	Non Member
_____ Wednesday's Luncheon	\$35	\$50
_____ Wednesday's Dinner	\$60	\$75
_____ Thursday's Breakfast	\$15	\$25
_____ Thursday's Luncheon	\$35	\$50
_____ Thursday's Social	\$30	\$45
_____ Friday's Breakfast	\$15	\$25
_____ Friday's Luncheon	\$35	\$50

\$ _____ Sub Total for Box #5

Box #6. Additional Services:

If you have any special needs, contact MCOA as soon as possible or list here: (Include any dietary restrictions and accessibility issues). Menu selections for this event are posted online. **Unless we are notified by September 17th we cannot guarantee that we can meet your needs.**

Box #7. Hotel Reservations: Deadline September 24th for Guaranteed Discount

Room Descriptions at <http://www.seacrest-resort.com/accomodations.asp>

Go online to www.mcoaonline.com to reserve your room or contact the Sea Crest Resort directly at. Tel: 508.540.9400 and mention the MCOA Rate of \$140.00 plus tax (currently 9.7%). The Sea Crest Resort will honor this rate for three days before and three days after the scheduled dates of the meeting. **MCOA receives price reductions for the total number of hotel nights 'sold'.** In order to double-check this process, we ask you to submit the following information. Please check all the nights for which you have reserved a hotel room:

Oct.4____ Oct.5____ Oct.6____ Oct.7____ Oct.8____ Oct.9____ Other _____ NONE____