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R. MICHAEL AMYX

**MAGAZINE**

VIRGINIA TOWN & CITY

TO: VML Key Officials  
FROM: R. Michael Amyx, Executive Director  
RE: 2002 VML Conference Hotel Reservation Form & Conference Registration Form  
DATE: June 14, 2002

The 2002 VML Annual Conference will be held October 20-22 at the Norfolk Waterside Convention Center, 235 West Main Street in Norfolk. We hope you will be able to participate in this 97<sup>th</sup> annual conference.

Blocks of rooms have been reserved for the conference at the Norfolk Waterside Marriott and the Sheraton Norfolk Waterside Hotel. The Convention Center, where most of the conference events will take place, is part of the Marriott. The Sheraton is located just across the street, overlooking the harbor. An overhead pedestrian walkway connects the hotels.

The conference registration and hotel reservation forms are enclosed. The hotel reservation form has complete information on rates and the registration process. Please note that the reservation process is different this year. The hotel reservation forms should be sent by fax or mail to VML HOUSING BUREAU, 493 Blackwell Road, Suite 305, Warrington, VA 20186-2628, phone: 540.349.3114, fax: 540.349.8559. Also, please note that hotel rooms at the special VML rate are only available to persons registered for the VML Annual Conference. No rooms will be assigned to persons not appropriately registered. Reservations must be guaranteed by one night's deposit per room. This can be in the form of a major credit card or by check for \$127 made out to VML Housing Bureau. The deadline for hotel reservations is September 13, 2002. The deadline for cancellation of housing reservations without penalty is Friday, September 27, 2002. No refund on deposits will be made after this date.

P.O. Box 12164  
13 EAST FRANKLIN STREET  
RICHMOND, VIRGINIA 23241  
804/649-8471  
FAX: 804/343-3758  
E-MAIL: e-mail@vml.org  
www.vml.org

We are making these changes to better ensure that as many conference attendees as possible will receive their first choice of hotels. In past years, we have had a high cancellation rate for hotel rooms at the very last minute—the Thursday and Friday before the conference, and on the Sunday the conference starts. We realize, of course, that schedules and plans do change. But because so many rooms have been cancelled, the main conference hotel often ends up with empty rooms that otherwise would have gone to VML members. We would appreciate your help in ensuring that as many VML members and their guests as possible are booked at the conference hotel. As you learn that any rooms you have booked are not needed, please go ahead and cancel them in order that the rooms can be resold and that as many people as possible are booked in the conference hotel.

Notfolk is a beautiful city that has welcomed VML warmly in years past. This year's conference will be outstanding and we hope that you are making plans now to be in Notfolk on October 20-22.



2002 VML Annual Conference  
October 20-22  
Norfolk Waterside Convention Center  
235 East Main Street, Norfolk

**Registration Form**

Name \_\_\_\_\_

Nickname for Badge \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Locality/Agency/Firm \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Name of Spouse (If Attending) \_\_\_\_\_

Basic Registration Fee (includes activities on Sunday, Monday and Tuesday except for ticketed events listed below; partial registration fees are not available).

Please circle appropriate registration amount:

|        |            |         |
|--------|------------|---------|
| Member | Non-Member | Spouse* |
| \$275  | \$350      | \$110   |

**Ticketed Events** (please check the events you wish to attend and note additional charges for each event):

- VML Golf Tournament (Sunday; limited to 60 players-\$40; golf information form will be mailed upon receipt of tournament fees)
- Virginia Local Government Management Association Luncheon (Monday-\$24)
- Prayer Breakfast (Tuesday-\$18.50)
- Women in Local Government Luncheon (Tuesday-\$20)

- \*Spouse Activities**
- Harbor Tour-Tail Ships, lunch & the Wisconsin (Monday-\$40)
  - Chrysler Museum & Garden Tour; lunch included (Tuesday-\$40)

**Total Registration Fees Due**

We do not bill for registration fees. Please return completed form and check payable to Virginia Municipal League, P. O. Box 12164, Richmond VA 23241. If this form is faxed, please do not mail. Payment may be made upon arrival. You may register on-site of the conference. For additional information call VML at 804/649-8471.

**Deadline for registration refunds is Oct. 11, 2002. Refunds will not be given after this date. Please give notification of cancellations by fax or letter.**



**2002 VML Annual Conference**  
**October 20-22**  
**Waterside Convention Center, Norfolk**

**Preliminary Conference Agenda**

*All activities except as noted below will take place at the Norfolk Waterside Convention Center, 235 West Main Street, which is located on the property of the Norfolk Waterside Marriott Hotel.*

**Sunday**

- 9:30 a.m. VML Golf Tournament, Oceanview Golf Course  
*(Pre-registration required; separate fee applies)*
- 1:00 p.m. - 3:00 p.m. Executive Committee Meeting
- 3:00 - 5:00 p.m. Legislative Committee Meeting
- 2:00 - 6:30 p.m. Registration & Exhibit Hall
- 2:30 - 4:30 p.m. Tour of Moore's Bridge Water Treatment Plant  
*Transportation Provided*
- 5:00 p.m. Nominations Committee
- 5:00 - 5:30 p.m. Orientation for First Time Conference Participants
- 5:30 - 6:30 p.m. Opening Reception

**Monday**

- 8:00 a.m. - 4:00 p.m. Registration & Exhibits
- 8:00 - 8:45 a.m. Continental Breakfast
- 9:00 a.m. - 11:45 a.m. Opening Session
- 10:00 a.m. - 3:00 p.m. Spouses Program-Harbour Tour (*American Rover Tall Ship*), lunch  
& tour of the *Wisconsin*  
*Tickets required*
- 11:45 a.m. - 1:15 p.m. Lunch on Your Own
- 11:45 a.m. - 1:30 p.m. Virginia Local Government Managers Association Luncheon  
*Tickets required*
- 1:30 - 2:45 p.m. Concurrent Sessions

- 2:45 - 3:15 p.m. Refreshment Break
- 3:15 - 4:30 p.m. Concurrent Sessions
- 6:00 - 9 p.m. Host City Night, Jillian's, Waterside Festival Marketplace

**Tuesday**

- 7:30 a.m. - 8:30 a.m. Annual Prayer Breakfast  
*Tickets required*
- 8:00 a.m. - Noon Registration
- 9:00 - 10:15 a.m. Opening Session
- 10:00 - 3:00 p.m. Chrysler Museum & Garden Tour (lunch included)  
*Tickets required*
- 10:15 - 10:45 a.m. Refreshment Break
- 10:45 - 12:00 noon Section Elections and Workshops  
Urban Section  
City Section  
Town Section
- Noon - 1:15 p.m. Lunch on Your Own
- Noon - 1:30 p.m. Women in Local Government Luncheon  
*Tickets required*
- 1:30 - 2:45 p.m. Concurrent Workshops
- 2:45 - 3:15 p.m. Refreshment Break
- 3:15 - 4:30 p.m. Annual Business Meeting & Election of Officers
- 5:30 - 6:15 p.m. Reception
- 6:15 - 9:00 p.m. Annual Banquet