

REGISTRATION INSTRUCTIONS

To ensure accuracy, please photocopy the Conference Registration Form for each attendee registering if you are submitting multiple attendee registrations. Read all instructions prior to filling out the Registration Form and all other necessary forms. Discrepancies may result in delays when you pick up your registration materials at the conference. All conference attendees, including speakers, are required to register.

Early Bird Registration

Early Bird Registration entitles you to a reduced conference registration rate, and your entire registration package will be prepared and ready for you to pick up when you arrive at the Ice Breaker Reception or the Conference Registration Desk. You will avoid the wait time that is necessary for all on-site registrations, and you or your employer will save money. Early Bird Registration must be accompanied with the appropriate fee in order to be processed.

Ice Breaker Reception

In addition to picking up your packet at the Main CWEA Registration Desk at the Santa Clara Convention Center, registration packets may also be picked up at the Ice Breaker Reception on Tuesday after 6:00 p.m. at the Santa Clara Convention Center. Online Registration Conference attendees can also register online by visiting CWEA's secure website at: www.MyAC16.org. This registration process requires a credit card payment.

Member-Discounted Rates

Membership will be verified. Only CWEA, WEF, or CA-NV AWWA membership qualifies for member-discounted rate. The additional cost of the non-member registration rate will be applied toward one year of CWEA membership. To ensure accuracy, please photocopy the Conference Registration Form for each attendee registering if you are submitting multiple attendee registrations. Read all instructions prior to filling out the Registration Form and all other necessary forms. Discrepancies may result in delays when you pick up your registration materials at the conference. All conference attendees, including speakers, are required to register.

Retired Members

Retired Members are eligible for a special registration rate of \$295. CWEA Bylaws state that a retired member is any person retired from and not currently affiliated professionally or technically with the water quality field.

Student Registration

Full-time students are eligible for free registration. This special registration rate does not include meals, technical tours, workshops or special events which can be purchased separately. Students must provide verification of current enrollment (9 or more units per semester) to receive this special registration rate.

Spouse/Guest Registration

Spouse/Guest Registration includes participation in the Ice Breaker Reception on Tuesday night, entrance into the Exhibit Hall on both days, a drink ticket for each of the Exhibit Hall receptions and Thursday lunch in the Exhibit Hall. Since you must be registered for the conference as an attendee to earn contact hours, spouses/guests are not eligible for contact hours.

Pre-Conference Workshops

Cost includes lunch for all workshops. Registration and workshops will be in the Santa Clara Convention Center.

Exhibitor Registration

Exhibitors are encouraged to participate in social events. Exhibitors must register spouses and/or guests. All exhibitor meals and spouse/guest meals must be paid for on the Conference Registration Form. Exhibitor registration will be handled through the CWEA office. Please pick up your company's packet at the Tuesday evening Ice Breaker Reception after 6:00 PM or Wednesday morning at the CWEA Registration Desk. Exhibitors are assigned booth spaces in the order of receipt of paid registration.

FIRST TIME AC16 ATTENDEE DISCOUNT

Do you know someone who has never attended Annual Conference? Bring a friend and save big! Bring a friend with you to AC16 in Santa Clara **for only \$295**. Who are you going to bring?

- A fellow team member
- The rookie
- Your boss
- Elected official
- The new executive staff member
- The new environmental compliance Inspector
- Public affairs staff member

Applicable for one new attendee per pre-registered attendee (full day rate). The new attendee must not have attended within the past 5 years.

Download the first time attendee form at:
www.MyAC16.org/forms

Golf Tournament and Sludge Trudge Registrations

Competitive activities registration forms are available on the conference website along with a description of each event. The appropriate form for the activity must be included with your conference registration form. If you are registering for these by personal check and the registration is paid by your agency, please enclose all forms and payments together. This will allow us to better coordinate all of your activities and process a complete registration packet for you. See the Golf Tournament and Sludge Trudge Registration Forms for further details.

Activities Hosted by Students & Young Professionals

A registration form is included on the conference website for the networking and mentoring activities hosted by the CWEA Students & Young Professionals Committee. If you are interested in participating as a Young Professional or as a Seasoned Professional, please include the completed form with your conference registration. These activities are FREE, however your advance registration will allow us to better coordinate the activities.

Conference Meals

Please indicate which conference meals you and your spouse/guest will be attending by checking the appropriate box on the Conference Registration Form. Note the number attending plus the cost in the space provided.

Refund Policy

Written cancellation notice is required and must be received at least 30 days prior to the conference date. A 25% service fee shall be retained on all cancellations. No refunds will be given for cancellations made less than 30 days prior to the conference. Please send a replacement if you are not able to attend.

AGENCY STAFF EXHIBITS DISCOUNT

Bring your agency staff to experience and learn at CWEA's 2016 California Water Technology Exhibition at the Santa Clara Convention Center. They'll learn about new technology, experience hands-on equipment demos and network with over 200 exhibitors. Learning centers will be available inside the exhibit hall – please check the on-site schedule.

This offer is applicable only for staff of public agencies, sanitary districts, water districts and special districts. It is only valid for the exhibit portion of the event.

This offer is not available for exhibitor staff members. If additional passes are needed please contact the authorized company representative responsible for the exhibit booth.

Agency Staff Exhibits Discount is available on the registration form page 22 under One Day registration options.

Hotel Registration

To book your hotel rooms, please go to www.MyAC16.org/ hotel and click on the “Book Rooms” button under AC2016 or use the Hotel Information links on the following page.

Registration Hours

The CWEA Registration Desk will be located at the Santa Clara Convention Center (see map on inside of back cover). Registration hours are as follows:

- Tuesday, April 26th
Workshop registration only, 8:00 AM – 1:00 PM
Ice Breaker Reception, 6:00 – 8:00 PM
- Wednesday & Thursday, April 27 - 28
7:00 AM – 5:00 PM
- Friday, April 29, 7:00 AM – 12:00 PM

Registration Payment

Payment can be made by check or money order payable to: CWEA 2016 Annual Conference. Credit card payments are also accepted using the enclosed registration form or through CWEA's secure website (www.MyAC16.org). Early Bird Registration MUST be post-marked by March 14, 2016. Those who submit payments with an Early Bird Registration fee after March 14, 2016, will be billed for the difference. All fees for conference registration shall be paid in full at the time of Early Bird Registration or onsite registration. Full payment may be made by credit card, personal check, or company/agency check. Purchase orders are also acceptable. Registrations received by CWEA without full payment or purchase order will not be processed. You must be registered for the conference as an attendee to receive contact hours. Guests/spouses and exhibits only registrations are not eligible for contact hours.

Registration Questions

Registration questions may be referred to CWEA's office at: 510.382.7800 x107.

Hospitality Suites

While CWEA welcomes “Hospitality Occasions” provided for our members, they must not open until after all regularly scheduled conference events or exhibits have closed. Hospitality suites are available. All hospitality events (both on-site and off-site) must be arranged/approved through the Conference Co-Chairs, Julie Taylor and Greg Chung. Please send an email request to jtaylor@cwea.org or gchung@westyost.com indicating hosting organization, details of proposed event, preferred evening (Wednesday or Thursday), and coordinator's name and contact information.

Disclaimer

CWEA and its Board members and volunteers are not responsible for the actions of speakers or the content of their papers, and no endorsement is implied or given of any persons or their philosophies, ideas or statements; nor of any products or processes; nor of any organizations or companies who volunteer to serve as speakers at the conference or exhibitors who purchase display space in the exhibit hall.

HYATT REGENCY SANTA CLARA

CWEA has negotiated discounted hotel rates for attendees at the Hyatt and Avatar Hotels. The links below are also available online at www.MyAC16.org.

Hotel reservations are taken on a first-come, first-served, space available basis. Submit your reservation as soon as possible for the best opportunity of receiving your hotel choice.

Book Your Hotel Accommodations Today

Please book your hotel reservation through appropriate hotel link at www.MyAC16.org/hotel

Reservation Deadline

All reservations must be received by April 4, 2016, to guarantee availability and rates. After this date, reservations will be made based on availability, and hotels may charge higher rates.

Deposit for Hotel

All reservation requests must be accompanied by a credit card guarantee or a check equaling the amount of one night's room and tax for each room reserved.

Booking Acknowledgments

The hotels will send reservation acknowledgments within 24 hours via email when booked online. If you do not receive your acknowledgment in this time frame, contact the hotel directly.

Hotel Cancellations/Changes/Refunds

No-shows or cancellations by 3 p.m. 24 hours prior to arrival will be charged first night's room rate and tax. Any change to departure date at check-in results in one night's room & tax rate.

Questions or Special Requests?

Please contact the hotels directly.

Hyatt Regency Santa Clara

888.421.1442

Avatar Hotel

408.235.8900



Hyatt Regency Santa Clara (headquarter hotel)

5101 Great America Parkway Santa Clara, CA 95054

Rates start at \$179 per night plus taxes, single or double occupancy

Book online at www.MyAC16.org/hotel or by calling 888.421.1442 (please mention CWEA AC16)

Avatar Hotel (conference hotel)

4200 Great America Parkway, Santa Clara, CA 95054

\$135 per night plus taxes (single or double occupancy)

Book online at www.MyAC16.org/hotel or by calling 408.235.8900 (please mention CWEA AC16)

Don't fall for the housing scam phone calls. The Hyatt Regency and Avatar are CWEA's official hotels for AC16. When you book within the conference hotel block you receive the following benefits:

Instant email confirmation of your hotel assignment and reservation.

Entitlement to reduced and discounted rates at the official meeting hotels.

Protection in the event the hotel has oversold guest rooms.

And much more!

When rooms are booked at hotels NOT within our official hotel block:

CWEA is exposed to penalties for not fulfilling our room block commitments.

CWEA risks its ability to rebook preferred meeting hotels and receive reduced rates.

CWEA could possibly lose qualification for the amount of convention center space we need for the meeting. Help make this event a success. Book early and directly with conference hotels.

REGISTRATION FORM

CWEA MEMBERS MAY REGISTER ONLINE AT WWW.MYAC16.ORG
REFUND POLICY (SEE REGISTRATION POLICIES ON PAGE 19)



REGISTRATION INFORMATION (please print or type)

NAME FOR BADGE: _____
FIRST NAME: _____ LAST NAME: _____
AGENCY/COMPANY: _____ TITLE: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE NUMBER: () _____ FAX: () _____ E-MAIL: _____
EMERGENCY CONTACT: _____ EMERGENCY PHONE: () _____

CWEA MEMBER WEF MEMBER or CA-NV AWWA MEMBER

Regular rate includes 1 year membership in CWEA. Please check here if you do not wish to take advantage of CWEA membership:

Special Services: Please check here if you require special accommodations to fully participate.
Attach a written description of your needs.

FULL CONFERENCE Attendance—Wednesday, April 27 – Friday, April 29

	Early Bird (Before 3-21-16)	Regular (Before 4-11-16)	Late (After 4-11-16)
Member-Discounted Rate	<input type="checkbox"/> \$495	<input type="checkbox"/> \$595	<input type="checkbox"/> \$670
Non-Members Rate	<input type="checkbox"/> \$659	<input type="checkbox"/> \$759	<input type="checkbox"/> \$834
First Time Attendee (see page 18 for details).....		<input type="checkbox"/> \$295	
Retired Member		<input type="checkbox"/> \$295	
Full-Time Student (must provide proof of enrollment with a minimum of 9 units. Rate does not include lunches).....		<input type="checkbox"/> No cost	

Name of School _____

FEE SUBTOTAL \$

ONE-DAY CONFERENCE Attendance (Please check the day below you would like to attend)

Day of Attendance: WEDNESDAY (4/27) THURSDAY (4/28) FRIDAY (4/29)

	Early Bird (Before 3-21-16)	Regular (Before 4-11-16)	Late (After 4-11-16)
Member-Discounted Rate	<input type="checkbox"/> \$310	<input type="checkbox"/> \$335	<input type="checkbox"/> \$360
Non-Members Rate	<input type="checkbox"/> \$474	<input type="checkbox"/> \$499	<input type="checkbox"/> \$524
Full-Time Student (must provide proof of enrollment with a minimum of 9 units. Rate does not include lunches)		<input type="checkbox"/> No cost	

Name of School _____

FEE SUBTOTAL \$

PRE-CONFERENCE WORKSHOPS—Tuesday, April 26 For workshop descriptions please see www.myAC16.org. Workshops include lunch! Check-in will be held in the Santa Clara Convention Center.

	Rate
W1: Leadership - Building Trust and Having Strategic Conversations	<input type="checkbox"/> \$100
W2: Collection Systems Bootcamp 201	<input type="checkbox"/> \$175
W3: O&M: Condition Assessments and Repair and Replacement Programs	<input type="checkbox"/> \$175
W4: Climate Extremes: The New Normal	<input type="checkbox"/> \$175
W5: Water, Wastewater & Stormwater Rates: Everything You Want to Know	<input type="checkbox"/> \$175

FEE SUBTOTAL \$

JUST EXTENDED: EARLY BIRD SAVINGS DEADLINE IS NOW MARCH 21ST!

CONFERENCE MEALS Unless otherwise noted, meals are not included with registration. Meals noted as free not automatically included.

- M1.** Icebreaker Reception (Tue, 4/26), Santa Clara Convention Center _____ @ FREE with Registration
- M2.** Exhibit Hall Luncheon (Thu, 4/28), Santa Clara Convention Center _____ @ FREE with Registration
- M3.** Awards Luncheon (Fri, 4/29), Santa Clara Convention Center _____ @ \$45

FEE SUBTOTAL \$

COMMITTEE BREAKFAST MEETINGS AT THE SANTA CLARA CONVENTION CENTER Register for only one per day

THURSDAY, 4/28 (7:00–8:30AM):

- Biosolids _____ @ \$35
- Collection Systems _____ @ \$35
- Laboratory _____ @ \$35
- Leadership Development _____ @ \$35
- P3S _____ @ \$35
- Students & Young Professionals _____ @ \$35

FRIDAY, 4/29 (7:00–8:30 AM):

- Engineering & Research _____ @ \$35
- Operations & Maintenance _____ @ \$35
- Safety _____ @ \$35

FEE SUBTOTAL \$

TECHNICAL TOURS See tours page 9 for descriptions

Tour registration may only be purchased in conjunction with a one-day or full conference registration.

- T1.** Silicon Valley Advanced Water Purification Center (Wed, 4/27) \$35
- T2.** Levi’s Stadium (Wed, 4/27) \$35
- T3.** San Francisco Bay Model & San Francisco Public Utilities Commission Headquarters (Thu, 4/28) \$75
- T4.** Dublin San Ramon Sanitation District: Recycled Water Program (Fri, 4/29) \$35
- T5.** Silicon Valley Clean Water: Codigestion Technologies and Trends (Fri, 4/29) \$35

FEE SUBTOTAL \$

SPECIAL EVENTS AND ACTIVITIES See special events pages 12-13 for full descriptions

- GT. Golf Tournament (Tue, 4/26).** Registration for sports events MUST be accompanied by the appropriate form, including the signed waiver (**download from www.MyAC16.org/forms**) \$105 (Individual)
 - ST. Sludge Trudge 5K Fun Run/Walk (Thu, 4/28).** Registration for sports events MUST be accompanied by the appropriate form, including the signed waiver (**download from www.MyAC16.org/forms**) \$25 (Pre-race)
 - \$10 T-Shirt only (please select size below)
 - T-Shirt Size: S M L XL XXL
 - SG. Spouse/Guest Registration** (for more info on what is included in spouse/guest registration see page 18.) \$50
- Name: _____

FEE SUBTOTAL \$

PAYMENT INFORMATION

Please add together all Fee Subtotals for the **GRAND TOTAL** \$

For payments by check or money order, make payable to: **CWEA 2016 AC**
For payments by credit card, please print clearly:

Credit card: VISA MASTERCARD DISCOVER AMEX SIGNATURE: _____

Account number: _____ Expiration date: _____

Name of account holder: _____ Billing zip code: _____

Disclaimer: “CWEA is not responsible for theft of or damage to personal or agency/company property whether intended to be used for CWEA purposes or not.”

Mail registration payment & form to:
CWEA
7677 Oakport St, Ste 600
Oakland, CA 94621-1935

Fax credit card payments & form to:
510.382.7810

Need assistance?
Contact us, we’re happy to help!
510.382.7800 x107
conferences2@cwea.org