

# Oregon Water Resources Congress

## 2017 Office Staff Workshop

### Registration Form

District: \_\_\_\_\_

Office Staff: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

OFFICE MANAGERS' WORKSHOP – Monday, July 24 <sup>th</sup> and Tuesday, July 25 <sup>th</sup>	<u>COST</u>
Workshop Registration	
<input type="checkbox"/> OWRC Member <b>\$50</b>	\$ _____
<input type="checkbox"/> Non-OWRC Member <b>\$75</b>	\$ _____
Dietary Restrictions: _____	
<input type="checkbox"/> Late Fee \$15 (received after July 14 <sup>th</sup> )	\$ _____
	<b>Total = \$ _____</b>

**METHOD OF PAYMENT:**

- Check Enclosed
- Bill Me (*OWRC Members only*)

**This valuable training will provide district office staff with an overview of various office related procedures as well as an opportunity to network with and learn from other district office staff.**

**Topics will include:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>◆ Billing Methods</li> <li>◆ Using GIS and other Mapping Software</li> <li>◆ Water Right Transfers</li> <li>◆ Office Safety</li> <li>◆ Water Use Reporting</li> </ul> | <ul style="list-style-type: none"> <li>◆ Technology Safety and Security</li> <li>◆ Office Procedures Manual</li> <li>◆ Public Meeting &amp; Public Records Law</li> <li>◆ Dealing with Difficult Patrons</li> <li>◆ And More .....</li> </ul> |
|--|---|

**Workshop starts at 10:30 AM on Monday, July 24<sup>th</sup> and will conclude Tuesday, July 25<sup>th</sup> by 12:00 PM. Registration fee includes lunch on Monday, refreshments on both days, and workshop materials. There will be an informal dinner Monday night; cost is not included in registration fee.**

**LOCATION & LODGING:**

The Workshop will be held at the North Redmond Conference Event Center located at: 1857 N. Hwy 97, Redmond, Oregon 97756.

Lodging: We have a room block set up at the Sleep Inn & Suites which is adjacent to the meeting facility: Sleep Inn & Suites, 1847 N. Hwy 97, Redmond, Oregon 97756. To make a reservation, call the hotel at (541) 504-1500. To take advantage of the group rate (\$138/night plus taxes) and secure a room at this facility please make your reservation before July 1<sup>st</sup>.

**REFUNDS:**

No refunds will be remitted until after the Workshop. Refund requests must be received by July 19<sup>th</sup>.