

Oregon Water Resources Congress

2018 Office Staff Workshop

Registration Form

District: _____

Office Staff: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: (____) _____ E-mail: _____

OFFICE STAFF WORKSHOP – Monday, July 23 th and Tuesday, July 24 th	<u>COST</u>
Workshop Registration	
<input type="checkbox"/> OWRC Member \$80	\$ _____
<input type="checkbox"/> Non-OWRC Member \$105	\$ _____
Dietary Restrictions: _____	
<input type="checkbox"/> Guest Dinner \$40	\$ _____
<input type="checkbox"/> Late Fee \$15 (received after July 16 th)	\$ _____
	Total = \$ _____

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:

- | | |
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| <ul style="list-style-type: none"> ◆ Billing Methods ◆ Using GIS and other Mapping Software ◆ Water Right Transfers ◆ Office Safety ◆ Water Use Reporting | <ul style="list-style-type: none"> ◆ Technology Safety and Security ◆ Office Procedures Manual ◆ Public Meeting & Public Records Law ◆ Dealing with Difficult Patrons ◆ And More |
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Workshop starts at 10:30 AM on Monday, July 23th and will conclude Tuesday, July 24th by 12:00 PM. Registration fee includes lunch and dinner on Monday, refreshments on both days, and workshop materials.

LOCATION & LODGING:

The Workshop will be held at the **Inn at Spanish Head Resort**. Room rate: **\$203/night** (single, plus taxes). Make your reservations before **July 1, 2018** and notify the hotel that you are with OWRC to take advantage of this great rate. **Hotel reservations must be made directly with the Inn at Spanish Head at 1-800-452-8127. DIRECTIONS:** The Inn at Spanish Head is located at: 4009 SW Highway 101 Lincoln City, OR 97367, on the beach in Lincoln City. Directions can be found at: <http://www.spanishhead.com/site/maps.html>.

REFUNDS:

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

 **Oregon Water Resources Congress, 795 Winter St. NE, Salem, OR 97301**
 Email: office@owrc.org  Fax: 503-371-4926  Phone: 503-363-0121