

Oregon Water Resources Congress

2019 Office Staff Workshop

Registration Form

District: _____

Office Staff: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: (____) _____ E-mail: _____

OFFICE MANAGERS' WORKSHOP – Tuesday, July 30 th and Wednesday, July 31 st	<u>COST</u>
Workshop Registration	
<input type="checkbox"/> OWRC Member \$50	\$ _____
<input type="checkbox"/> Non-OWRC Member \$75	\$ _____
Dietary Restrictions: _____	
<input type="checkbox"/> Late Fee \$15 (received after July 14 th)	\$ _____
	Total = \$ _____

METHOD OF PAYMENT:

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

This biennial workshop will include a variety of presentations related to office administration, including water right related transactions, roundtable discussions and networking with district staff from around the state.

Topics will include:

- ◆ Billing Methods
- ◆ Water Right Transfers
- ◆ Water Use Reporting
- ◆ Technology Safety and Security
- ◆ Office Procedures Manual
- ◆ Public Meeting & Public Records Law
- ◆ Dealing with Difficult Patrons
- ◆ And More

Workshop starts at 10:00 AM on Tuesday, July 30th and will conclude Wednesday, July 31st 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 Comfort Suites Redmond Airport located at: 2243 SW Yew Avenue, Redmond, Oregon 97756. We have secured a room block. To make a reservation, call the hotel at (541) 504-8900. To take advantage of the group rate (\$158/night plus taxes) and secure a room at this facility please make your reservation before July 1st.

REFUNDS:

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