

2008 Advanced Institute for Elected Municipal Officials



The Florida League of Cities and the John Scott Dailey Florida Institute of Government are proud to bring you the Advanced Institute. Hundreds of mayors, council members and commissioners have participated in this highly rated course. This program is a continuation of the very successful Institute for Elected Municipal Officials (IEMO). Go to http://www.flcities.com/membership/iemo_basic.asp for more information on the Basic IEMO.

The Advanced Institute is reserved for participants and graduates of the IEMO, or those elected city officials who have completed one or more terms in office. Participants will be asked through the registration process which criteria they meet. Designed to pick up where the IEMO leaves off, this two-day program features four classes and two workshop-style lunches.

The program is offered in a Friday - Saturday format. Instructors have been selected for their ability to convey important information in a participatory style. A folder of hand-outs and information will be given to each participant and a certificate will be awarded for completion of the program.

The four courses are:

- Leadership Styles, Decisionmaking & Media Relations
- Advanced Revenues and Finances: Getting Creative
- Understanding Growth Management in Florida
- Building Your City's Team: Personnel and Labor Issues

Dates and Sites

The 2008 Advanced Institute will be offered at the following location:

- **Deerfield Beach Hilton October 24 - 25, 2008**
- Deerfield Beach, FL

Registration and Fees

For questions regarding this challenging and rewarding opportunity, or to register, please contact the John Scott Dailey Florida Institute of Government at (561) 297-3749 or Gail Dennard at the Florida League of Cities office at 1-(800) 342-8112.

The cost of the two-day program is **\$245.00** and includes two working lunches.

2008 ADVANCED INSTITUTE FOR ELECTED MUNICIPAL OFFICIALS

**October 24-25, 2008
Deerfield Beach Hilton
Deerfield Beach, FL**

Agenda

Friday, October 24, 2008

8:00 a.m. - 8:30 a.m. **Registration/Continental Breakfast**

8:30 a.m. - 9:00 a.m. **Introductions and Overview**

9:00 a.m. - 12:00 p.m. **Effectiveness in Office - Part II**

Marilyn Crotty, Director, The John Scott Dailey Florida Institute of Government,
University of Central Florida

12:00 p.m.-1:30 p.m. **Working Lunch**

1:30 p.m.-4:30 p.m. **Understanding Growth Management in Florida Cities**

Tony Arrant, Research Analyst
The John Scott Dailey Florida Institute of Government

Saturday, October 25, 2008

8:00 a.m.-12:00 p.m. **Advanced Revenues and Finances**

Ken Small, Financial Resources Manager
Florida League of Cities

12:00 p.m.-1:00 p.m. **Working Lunch**

1:00 p.m.-4:00 p.m. **Building Your City's Team: Personnel and Labor Issues**

Robert E. Lee, Professor of Practice, Senior Executive in
Residence, Askew School of Public Administration,
Florida State University

2008 Advanced Institute for Elected Municipal Officials Registration Form

**October 24-25, 2008
Deerfield Beach Hilton
Deerfield Beach, Florida**

Please print or type. You may duplicate this form for additional registrations.

(as you would like to appear on your certificate)

(as you would like to appear on name badge)

Name:	Nickname:
Elected Position:	City/Town/Village:
City Address:	Zip:
Telephone #:	Fax #:
Email:	Website:

Registration Fee: \$245.00 (includes lunch on Friday & Saturday)

Registration Deadline: October 10, 2008

Make check payable to the John Scott Dailey Florida Institute of Government at FAU and mail to:

777 Glades Road
Building 44, Room SO 277
Boca Raton, FL 33431-0991

Confirmations and directions to hotel will be mailed upon receipt of this form. For further registration information, please call the John Scott Dailey Florida Institute of Government at FAU at 561/297-3749. If you would like to fax a copy of your registration, please fax this form to (561) 297-4479. **Space is limited so please mail your registration early.**

Cancellations must be received and confirmed in writing by October 16 to ensure a refund. No-shows are not considered canceled and a refund will not be issued. Substitutions are accepted.

Please send a written description of any physical, dietary or special services needs with your IEMO registration.

HOTEL INFORMATION

To make your hotel reservations, please call:

Deerfield Beach Hilton
100 Fairway Drive, Deerfield Beach, FL 33441
1 (800) 624-3606

Please ask for the Advanced Institute for Elected Municipal Officials (IEMO) special rate of \$129.00/night for a single or double room. Rate is available Thursday through Sunday night. The IEMO begins Friday at 8:00 a.m. and ends Saturday at 4:30 p.m.

HOTEL CUT-OFF DATE: October 1, 2008. Please make your hotel reservations as soon as possible.

DIRECTIONS TO THE DEERFIELD BEACH HILTON

**100 Fairway Drive
Deerfield Beach, FL 33431-0991
(954) 427-7700**

FROM FORT LAUDERDALE/MIAMI AREA:

Take I-95 north and go north on I-95 to Hillsboro Boulevard east. (exit 42a)

Turn left at the first traffic light onto Fairway Drive. The Hilton hotel is on the right, past Deerfield County Club

FROM ORLANDO/PALM BEACH AREA:

Take I-95 south to Hillsboro Boulevard east (exit 42a).

Turn left at the first traffic light onto Fairway Drive. The Hilton hotel is on the right, past Deerfield County Club.