



## 2020 BASIC TRAINING

### NEWLY ELECTED AND 1<sup>st</sup> TIME VETERAN COMMISSIONERS INFORMATION & REGISTRATION FORM

**ALL PRECAUTIONS AND SOCIAL DISTANCING WILL BE STRICTLY OBSERVED.**

**When:** November 19 & 20, 2020  
**Where:** Bridgeport Best Western, Imperial Room, Bridgeport, WV  
**Who:** Newly Elected Commissioners – **CONFERENCE & LODGING IS FREE!**  
1<sup>st</sup> Time Veteran Commissioners - **CONFERENCE & LODGING IS FREE!**

#### Agenda:

November 19 <sup>th</sup>	7:30 - 8:30 AM	Breakfast
	8:00 – 9 AM	Registration
	9 AM – 5 PM	Training
	10:30 – 10:45 AM	Break
	12 – 1 PM	Lunch
	2:00 – 2:15 PM	Break
November 20 <sup>th</sup>	7:30 - 8:45 AM	Breakfast
	9 AM – 4:30 PM	Training
	10:30 – 10:45 AM	Break
	12 – 1 PM	Lunch
	2:00 – 2:15 PM	Break

**You need to call hotel & make your reservation. Billing will be addressed at conference.**

**Lodging:** \$85+ Rate Check-in time is 3:00 PM and Check-out is Noon.  
**Don't forget a copy of your county's tax-exempt form.**

#### Reservation Info:

Room block reference: **CCA WV**  
Reservation deadline: **November 10<sup>th</sup>.**  
Bridgeport Best Western phone number: **304.845.5411**

#### Registration Fee:

**\$125.00** Per County Attendee – does not include newly elected or  
1<sup>st</sup> time veteran commissioners

#### **Cancellation Policy:**

**There will be no penalty for cancellations received on or before November 10, 2020. November 11, 2020 and thereafter, all no-shows will be charged the full registration amount. We apologize for the need to adopt this policy, but on this date, the costs for meals, room rentals, refreshments, etc. are incurred on your behalf, even when you cancel, the Association is responsible with covering the cost.**

## **2020 BASIC TRAINING REGISTRATION FORM**

**DUE TO SOCIAL DISTANCING CAPACITY & COVID  
ATTENDANCE IS LIMITED TO COMMISSIONERS ONLY!**

**When:** *November 19 & 20, 2020*  
**Where:** *Bridgeport Best Western, Imperial Room, Bridgeport, WV*  
**Hotel Info:** *304.842.5411*  
**Address:** *100 Lodgeville Road, Bridgeport, WV 26330*

<b>Name:</b>	_____
<b>Title:</b>	_____ (please include)
<b>County:</b>	_____
<b>Please check which apply below:</b>	
<input type="radio"/>	I will attend Basic Training.
<input type="radio"/>	<b>Bill my county \$125.00 for Registration Fee.</b>
<input type="radio"/>	<b>Check enclosed \$125.00 Registration Fee.</b>

**Please complete and return your CCAWV Registration Form by **November 10, 2020** deadline.**

**Email to: [denise@ccawv.org](mailto:denise@ccawv.org) OR Fax to: **304.346.3512****

**Emailing forms is preferred if you must Fax – make sure you receive a **confirmation from** your fax including ALL one-sided printed pages have been transmitted.**

**If mailing your registration form and registration check:  
Mail to: CCAWV 2007 Quarrier Street Charleston WV 25311**

**Please feel free to email me with any questions or concerns at [denise@ccawv.org](mailto:denise@ccawv.org)**

***Thank you in advance for your attention and prompt return of the registration form/s.***