

Hilton Fort Lauderdale Marina

2023 Florida PRIMA State Conference

Welcome Back!

Risk Professional Packet

PRIMA State Conference

October 29th – November 1st, 2023
Hilton Fort Lauderdale Marina
1881 SE 17th Street
Fort Lauderdale, Florida 33316

PRIMA STATE EDUCATIONAL CONFERENCE

Hosted by

prima SOUTH FLORIDA
Public Risk Management Association

Dear Conference Attendees:

Welcome back! On behalf of the 2023 Conference Committee, we wish to thank all of you for your continued support and interest in the Public Risk Management Association. We are rapidly approaching the 2023 Florida PRIMA State Educational Conference (October 29 - November 1) to be held at the Hilton Fort Lauderdale Marina. The South Florida PRIMA Chapter is excited to be hosting this year's Conference. This is our first state conference since 2019 and we look forward to collaborating with our colleagues throughout the State.

This packet contains information regarding how to register for the Conference. In addition, you'll find hotel information, pricing, and other pertinent information to ensure a seamless registration process.

Thank you again for your continued support and we look forward to seeing you at the Conference in the beautiful City of Fort Lauderdale!

Warmest Regards,

Guy Hine

Guy Hine, Chapter President and Conference Chair
South Florida PRIMA Conference Committee

Conference Registration Instructions – Please Read Carefully

1. All forms **MUST** be completed and submitted, and payment received in order to be registered for the conference.
2. If you have multiple attendees, each attendee **MUST** complete the "Conference Registration Form."
3. Conference registration includes admittance to all educational and general sessions and the PRIMA Exhibit Hall. Registration fees also cover receptions on Sunday and Monday evening, breakfast and lunch on Monday and Tuesday and Wednesday's breakfast.
4. Name badges must be worn during all conference events. **NO EXCEPTIONS!**
5. Guest of attendees will not be issued name badges. Tickets for receptions and lunches (space available) will be available for purchase.
6. If you have any questions regarding registration, please contact Jim Buschman, Risk Manager at the City of Hallandale Beach at 954-457-1310 or at jbuschman@cohb.org.
7. All checks should be made payable to: **"South Florida PRIMA"** (Tax ID #80-0791700)
8. Mail completed forms and payment to:
   Jim Buschman, Risk Manager
   City of Hallandale Beach
   400 S. Federal Highway
   Hallandale Beach, FL 33009
9. Registration and payment can be completed online at: southfloridaprima.org

Hotel Reservation Information

Please use the link below to book your hotel reservation. Book your room by **September 29, 2023** in order to receive the reduced rate.

Nightly Rate: $194.00 – https://book.passkey.com/go/PRIMAConf2023

Guest Payment Arrangements: Room and tax will be paid by individuals. Incidental charges will be paid by individuals, in which case these charges must be paid in full prior to the guest's departure, with individual credit being established upon check-in.

Check-In/Out Time: Currently, the Hotel's check-in time is **4:00 PM**, and check-out time is **11:00 AM** (subject to change without notice). All guests arriving before check-in time will be accommodated as rooms become available. The Hotel can arrange to check baggage for those arriving early when rooms are unavailable and for guests attending functions on departure day.

Early Departure Fee: If a guest who has requested a room within the Room Block checks out prior to the guest's reserved checkout date, the Hotel will add an early checkout fee to that guest's individual account (currently, one night's room and tax). Guests wishing to avoid an early checkout fee should advise the Hotel at or before check-in of any change in planned length of stay.

Porterage: Any guests who request assistance with their baggage to and from their room (Porterage) will be charged $8.00 per person round trip. These charges will be added to the guest folio as an Incidental charge.

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SOUTH FLORIDA
Public Risk Management Association

Conference Registration Form

All attendees must complete a registration form:

Name: _____ Title: _____

Name Preferred on Badge: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Select One:	**On or before September 9th**	**After September 9th**
☐ PRIMA Member – Government	$175	$225
☐ Non-PRIMA Member – Government	$200	$250
☐ 1 Day Pass	$100	$100

Two Ways to Pay:

1. Forms and checks (payable to: **"South Florida PRIMA"** (Tax ID #80-0791700)) can be **mailed** to:
   Jim Buschman, Risk Manager
   City of Hallandale Beach
   400 S. Federal Highway
   Hallandale Beach, FL 33009
2. Registration and payment can also be made **online** at southfloridaprima.org.