

# Oregon Water Resources Congress

## 2022 Office Staff Workshop

### Registration Form

District: \_\_\_\_\_

Office Staff: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

OFFICE MANAGERS' WORKSHOP – Tuesday, June 28 <sup>th</sup> and Wednesday, June 29 <sup>th</sup>	<u>COST</u>
Workshop Registration	
<input type="checkbox"/> OWRC Member <b>\$80</b>	\$ _____
<input type="checkbox"/> Non-OWRC Member <b>\$105</b>	\$ _____
Dietary Restrictions: _____	
<input type="checkbox"/> Late Fee \$15 (received after June 14 <sup>th</sup> )	\$ _____
	<b>Total = \$ _____</b>

#### 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:

- ◆ Water Right Transfers
- ◆ Water Use Reporting
- ◆ Technology Safety and Security
- ◆ Employment Best Practices
- ◆ Office Safety
- ◆ Public Meeting & Public Records Law
- ◆ And More .....

**Workshop starts at 10:00 AM on Tuesday, June 28<sup>th</sup> and will conclude Wednesday, June 29<sup>th</sup> by 12:00 PM. Registration fee includes lunch both days, dinner Tuesday night, refreshments on both days, and workshop materials.**

#### LOCATION & LODGING:

The Workshop will be held in the Ag Sciences & Technology Building at Chemeketa Community College located at: 4000 Lancaster Drive NE, Building 60, Room 102, Salem, Oregon 97305. Lodging accommodations will need to be made individually. Contact the OWRC office for hotel recommendations.

#### REFUNDS:

No refunds will be remitted until after the Workshop. Refund requests must be received by June 23<sup>rd</sup>.