



Oregon Water Resources Congress
2024 Office Staff Workshop
Registration Form

District: _____

Office Staff: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: (____) _____ E-mail: _____

OFFICE MANAGERS' WORKSHOP – Tuesday, June 4th and Wednesday, June 5th	<u>COST</u>
Workshop Registration	
<input type="checkbox"/> OWRC Member \$100	\$ _____
<input type="checkbox"/> Non-OWRC Member \$125	\$ _____
Dietary Restrictions: _____	
<input type="checkbox"/> Late Fee \$15 (received after May 28 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:

- ◆ District Election Procedures & Policies
- ◆ Water Right Transfers
- ◆ Water Use Reporting
- ◆ Technology Safety & Security
- ◆ Employment Best Practices
- ◆ Office Safety
- ◆ Public Meeting & Public Records Law
- ◆ And More

In-person workshop starts at 10:00 AM on Tuesday, June 4th and will conclude Wednesday, June 5th by 1:00 PM. Registration fee includes lunch both days, dinner Tuesday night, refreshments on both days, and workshop materials. Virtual option available upon request.

LOCATION & LODGING:

The Workshop will be held at the Broadway Commons located at: 1300 Broadway Street NE, Salem, OR 97301. Lodging accommodation 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 March 31st. Only a portion of the fee may be refundable and will be handled on a case by case basis.