February 10, 2016

**TO: Finance Directors**

**FROM: Michelle Hershel**

**SUBJECT: 2016 Human Resource Conference**

 FECA will hold the 2016 Finance & Accounting Conference on **September 14 - 16, 2016,** at the Sandpearl Resort in Clearwater Beach ([www.sandpearl.com](http://www.sandpearl.com)). FECA has negotiated a $174 (plus tax) room rate for a single or double. In addition, there is a daily valet parking charge of $22 (self-parking is not available). The $25 Resort Charge has been waived for our group. Please advise the hotel that you are with the Florida Electric Cooperatives Association when making your reservations. The telephone numbers for reservations are 877.726.3111 or 727.674.4111. **The deadline for reservations is August 14, 2016 and rooms booked after that date will be at rack rate. Cancellations must be made 7 days prior to arrival in order to avoid a penalty equal to one night’s rate plus tax.**

 The registration form for the conference is below. If your cooperative will not attend, please let us know by stating so on the registration form.

 All conference fees will be billed after the conference and will be based on the total expenses incurred divided by the number of attendees. We estimate that the registration fee will be $250-$350 per attendee.

 If you have any questions, please call me at 850.877.6166, Ext. 3.

Registration Form

2016 FECA Finance & Accounting Conference

September 14-16, 2016

Sandpearl Resort

Clearwater Beach, Florida

Name of Cooperative:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Yes, we will attend

\_\_\_No, we will not attend

Attendee(s) Name and Position:

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Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please mail, fax or e-mail registration form by August 1st. The registration fee will be based on the total expenses incurred divided by the number of attendees.**

**Mail to: Michelle Hershel**

 **Florida Electric Cooperatives Association, Inc.**

 **2916 Apalachee Parkway**

 **Tallahassee, FL 32301**

**Fax: (850)656-5485**

**E-mail:** **mhershel@feca.com**

**Hotel Information**

**Sandpearl Resort (Website:** [**www.sandpearl.com**](http://www.sandpearl.com)**)**

**500 Mandalay Avenue**

**Clearwater Beach, FL 33767**

**Reservations telephone nos.: 877.726.3111 or 727.674.4111**

**Please ask the hotel for the Florida Electric Cooperatives Association group rate when making your reservations. The group rate is $174 (plus tax). In addition you will be charged a daily a valet fee of $22. Room cancellations must be made 7 days prior to the day of your arrival date to avoid a penalty. Cancellations received after the 7 day period will be billed one night’s room rate plus tax.**

**The cut-off date for making room reservations is August 14th.**