

# **BOARD OF SUPERVISORS**

Madison County, Mississippi

E-911 Administration Office

1633 W. Peace Street, PO Box 608, Canton, MS 39046

T: (601) 859-6485 F: (601) 859-4743

**DATE:** February 25, 2019  
**TO:** Madison County Board of Supervisors  
**FROM:** EMA Office  
**RE:** Request of Approval  
2019 ESAP Conference/ Training

We are seeking approval for travel and expenses for Jennifer Knight to attend 2019 ESAP (Emergency Services Administrative Professionals Association) Conference in Biloxi, Mississippi. The dates of the conference are May 1 – May 3<sup>rd</sup> 2019. Jennifer also serves as the Vice President for the ESAP Association.

Attached is the registration information for the conference.

**REGISTRATION FORM**

EMERGENCY SERVICES ADMINISTRATIVE PROFESSIONALS ASSOCIATION  
2019 ANNUAL CONFERENCE

MAY 1-3 2019 – Biloxi, MS

Palace Casino

PLEASE RETURN THE COMPLETED FORM TO:

ESAP – Attn. Tabitha Barham

205 7<sup>th</sup> Street South

Columbus, MS 3971

Telephone: (662)574-4902 Fax: (662)329-5127



*Handwritten signature*

Jennifer Knight (Carpenter)

Madison Co. EMA

Name (please print)

Department

1633 W. Peace St.

601-855-5620 / 601-859-4743

Mailing Address

Daytime Telephone

Fax Number

Canton, MS 39046

jennifer.knight@madison-co.com

City

State/Zip

Email Address

**FEES:**

Early Registration ESAP Member \$125.00  
(postmarked by April 15)

You may request an invoice, pay by check, PayPal

Late Registration ESAP Member \$150.00  
(postmarked after April 15)

You may register by mail: Send this form to the address listed above.

**METHODS OF MAILED PAYMENT:**

Early Registration non-member \$225.00

Check enclosed in the amount of \$ \_\_\_\_\_  
made payable to **ESAP**

Late Registration non-member \$250.00

Invoice my city: Purchase Order # \_\_\_\_\_

I need \_\_\_\_\_ Guest Tickets at \$30.00 per person for the network luncheon. Please request guest tickets prior to the cutoff of early registration on 4/15. Guest tickets sold on space-available basis thereafter.

**One T-shirt provided as part of your registration Fee!**

Please indicate size: (guaranteed only with early registration)

Total Fees: 125.00

Small  Med  Large  XL  XXL

**\*\*Book your hotel room directly with the Palace Casino 158 Howard Ave, Biloxi, MS 39530**

ph: (228)432-8888 Group code: ESAP Cost is \$69/night (Wednesday and Thursday) and \$149 for Friday if you would like to stay that extra day!\*\*