


# 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: March 25, 2024  
TO: Madison County Board of Supervisors  
FROM: EMA Office   
RE: Request of Approval  
2024 Emergency Services Administrative Professional Conference (ESAP)

We are seeking acknowledgement and approval for Jennifer Knight and Abonie Robicheaux to travel to the 2024 MS ESAP Conference in Natchez, MS. The dates of the conference will be September 4<sup>th</sup> through September 6<sup>th</sup>, 2024.

Both Mrs. Knight and Mrs. Robicheaux serve on the Association's Board as President and Secretary.

Attached is the registration information for your review.

# EMERGENCY SERVICES ADMINISTRATIVE PROFESSIONAL ASSOCIATION

## 2024 ANNUAL CONFERENCE

September 4-6th – Natchez, MS

The Grand Hotel

### DUES & REGISTRATION FORM

PLEASE RETURN THE COMPLETED FORM TO:

Emergency Services Administrative Professionals (ESAP)

Attn: Treasurer

PO BOX 623

Canton, MS 39046

Email: msesapassoc@gmail.com

Abonie Boyd-Robicheaux

Name (please print)

1633 W. Peace St.

Mailing Address

Canton, MS 39046

City, State, Zip

Madison Co. EMA / Admin. Asst.

Department/ Title

601-859-4108

Daytime Telephone/Fax Number

abonie.robicheaux@madison-co.co

Email Address *\*required\**

#### 2024 DUES & REGISTRATION:



MEMBERSHIP DUES

\$ 50.00

Please check box if only paying for "Dues Only"



CONFERENCE REGISTRATION **\$200.00** (EARLY, Postmarked by 8/1/2024)

\$ 200.00



CONFERENCE REGISTRATION **\$225.00** (LATE, Received after 8/1/2024)

\$ \_\_\_\_\_



GUEST TICKETS (includes social event only)

QTY \_\_\_\_\_ x 30.00

\$ \_\_\_\_\_

**TOTAL**

\$ 250.00

#### METHOD OF PAYMENT:



Check enclosed

CK# \_\_\_\_\_



Invoice my department:

PO# \_\_\_\_\_



I will be bringing my payment to conference. Note, all payments received after deadline will be considered late registration.

**One shirt is provided as part of your Registration Fee!**

Please indicate size: (guaranteed **only** with early registration)

Size: M (Please write in your size S-4X)

Please check box if you have dietary restrictions.

#### HOTEL INFORMATION:

**Hotel:** The Grand Hotel, Natchez, MS

**Group Name:** Emergency Services Administrative Professionals

**Group Code:** ESAP

**Cut-Off Date:** Thursday, AUGUST 1, 2024

Reservations: [www.natchezgrandhotel.com](http://www.natchezgrandhotel.com) or Call 601-446-9994

**Room Rate:** \$119.00 nightly

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Emergency Services Administrative Professionals (ESAP)

Attn: Treasurer

PO BOX 623

Canton, MS 39046

Email: msesapassoc@gmail.com

Jennifer Knight

Name (please print)

1633 W. Peace St.

Mailing Address

Canton, MS 39046

City, State, Zip

Madison Co EMA

Department/ Title

601.859.4188

Daytime Telephone/Fax Number

jennifer.knight@madison-co.com

Email Address *\*required\**

#### 2024 DUES & REGISTRATION:

- |                                     |  |                   |           |
|-------------------------------------|--|-------------------|-----------|
| <input checked="" type="checkbox"/> | MEMBERSHIP DUES  |                   | \$ 50.00  |
|                                     | Please check box if only paying for "Dues Only" <input type="checkbox"/> |                   |           |
| <input checked="" type="checkbox"/> | CONFERENCE REGISTRATION \$200.00 (EARLY, Postmarked by 8/1/2024)         |                   | \$ 200.00 |
| <input type="checkbox"/>            | CONFERENCE REGISTRATION \$225.00 (LATE, Received after 8/1/2024)         |                   | \$        |
| <input type="checkbox"/>            | GUEST TICKETS (includes social event only)                               | QTY _____ x 30.00 | \$        |
|                                     |  | <b>TOTAL</b>      | \$ 250.00 |

#### METHOD OF PAYMENT:

- Check enclosed CK# \_\_\_\_\_
- Invoice my department: PO# \_\_\_\_\_
- I will be bringing my payment to conference. Note, all payments received after deadline will be considered late registration.

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