

# BOARD OF SUPERVISORS

Madison County, Mississippi

E-911 Administration Office

146 W. Center Street, Room 203, PO Box 608, Canton, MS 39046

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

Date: March 28, 2016

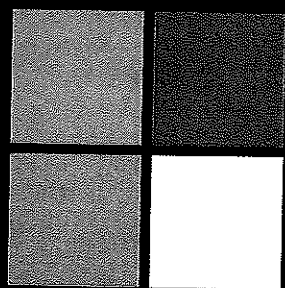
To: Madison County Board of Supervisors

From: Butch Hammack



Re: Request Approval of Travel and Expenses

Approval is requested for travel expenses for Butch Hammack and Michael Gober to attend 2016 Mississippi Preparedness Summit held in Biloxi, Mississippi on May 24-26. This conference is an annual event and all hotel and conference registration arrangements will be paid for by MEMA.



# MISSISSIPPI PREPAREDNESS SUMMIT 2016

"Partners in Preparedness"

May 24-26, 2016

IP Resort, Biloxi, MS

## 2016 MS Partners in Preparedness Participant Admission & Registration

Full Name \*

Butch Hammack  
First Name Last Name

Organization

Madison Co. EMA

Title

Director

Address \*

PO Box 608  
Street Address

Canton  
City

MS  
State / Province

39046  
Postal / Zip Code

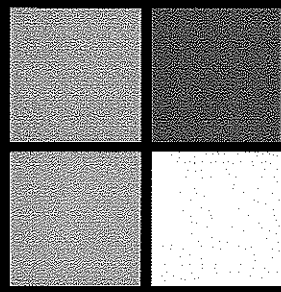
Madison  
Country

Email \*

bhammack@madison-co.com

Phone Number \*

601 - 859-4188  
Area Code Phone Number



# MISSISSIPPI PREPAREDNESS SUMMIT 2016

"Partners in Preparedness"

May 24-26, 2016

IP Resort, Biloxi, MS

## 2016 MS Partners in Preparedness Participant Admission & Registration

Full Name \*

Michael Gober  
First Name Last Name

Organization

Madison Co EMA

Title

Deputy Director

Address \*

PO Box 608  
Street Address

Canton  
City

MS  
State / Province

39046  
Postal / Zip Code

Madison  
Country

Email \*

michael.gober@madison-co.com

Phone Number \*

601 - 859-4188  
Area Code Phone Number

# MS PREP SUMMIT

WELCOME

[HOME](#)

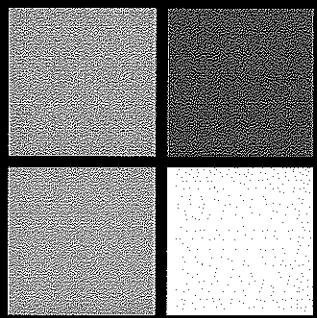
[EXHIBITOR/SPONSOR INFORMATION](#)

[EXHIBITOR/SPONSOR REGISTRATION](#)

[ADMISSION & REGISTRATION](#)

[HOTEL INFORMATION](#)

[CONTACT US](#)



**MISSISSIPPI  
PREPAREDNESS  
SUMMIT 2016**  
“Partners in Preparedness”

**May 24-26, 2016** IP Resort, Biloxi, MS

## Hotel Information

Thank you very much for allowing the IP , Resort & Spa the opportunity to host the 2016- Partners in Preparedness Conference on Monday, May 23 to Friday, May 27, 2016

Your group code is S160424 (Master Account) and S160425 ( Individual Call-In) , and your event is listed as the “Partners in Preparedness.”

**ROOM RATES:**

Monday	May 23	\$75.99
Tuesday	May 24	\$75.99
Wednesday	May 25	\$75.99
Thursday	May 26	\$75.99

\*These rates are net, non-commissionable and based on single or double occupancy. All rates are subject to a \$9.00 resort fee per night, and state and Harrison County room taxes that currently total 12%.

**DEADLINE FOR MAKING RESERVATIONS:**

Reservations must be received by the Hotel ***before*** Tuesday, April 26, 2016. Any unsold rooms remaining in this block will be automatically released on this day and returned to the Hotel for general sale.

**METHOD OF RESERVATION-** Under the group code S160425, reservations will be made individually. We recommend making reservations on line by going to our website, [www.ipbiloxi.com/groups](http://www.ipbiloxi.com/groups) . Or your guests can call our hotel's Room Reservations Department directly at **888-946-2847**, press 1 for reservations, identify themselves with the group code, and present a credit card number to hold the reservation.

**Master Account: Group Code: S160424: Rooming List**-Hotel reservations will be entered according to your rooming list. The rooming list should include attendee names, any guests sharing rooms, and arrival/departure dates. Special requests such as room types and number of beds should also be included. The hotel will make every attempt to accommodate special requests; however we cannot guarantee that these requests will be honored. Your rooming list must be submitted before your cut-off dates, for your group arriving on Monday, May 23, 2016. Any rooms remaining unassigned in your block will be automatically released on the cut-off date and returned to the hotel for general sale and group room rates will no longer be available.

**PAYMENT:**

Attendees will be responsible for paying their own room, taxes, resort fees and incidental charges. Credit card will be charged at time of reservation for first night's room and tax. Checks cannot be accepted at check-in or check-out. A credit card is required at check-in.

**If paying for room with check:** When the reservation is made, it will be entered as non-guaranteed reservation. Payment for the full amount of room, tax and resort fee for all nights (provided at time of reservation) must be received within two weeks after making the reservation or two weeks prior to arrival (whichever date comes first) If payment is not received within two weeks after making the reservation or two weeks prior to arrival (whichever comes first) the reservation will be automatically cancelled. The hotel front desk does not accept checks **at check-in**.

The following information is REQUIRED and MUST BE INCLUDED when sending check as prepayment for room:

- o Name of Guest(s) on each reservation that the check amount is to cover
- o Reservation Confirmation Number(s)
- o Group/Convention Name
- o Arrival Date for each reservation that check is to cover

**Check-In:**

Check in time begins at 4:00 pm and checkout time is by 11:00 am.

A credit card in the guest's name is required at check in for the \$100.00 security deposit. If DEBIT card is used for this, please note that banks put a "hold" on the \$100 funds for several days (usually 3-5).



## MADISON COUNTY GIS ADMINISTRATOR

125 West North Street • Post Office Box 608  
Canton, Mississippi 39046  
601-855-5531 • Facsimile 601-859-7083  
[kay.little@madison-co.com](mailto:kay.little@madison-co.com)

March 29, 2016

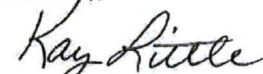
Attn: Tony Greer and Scott Weeks

Dear Mr. Greer & Mr. Weeks:

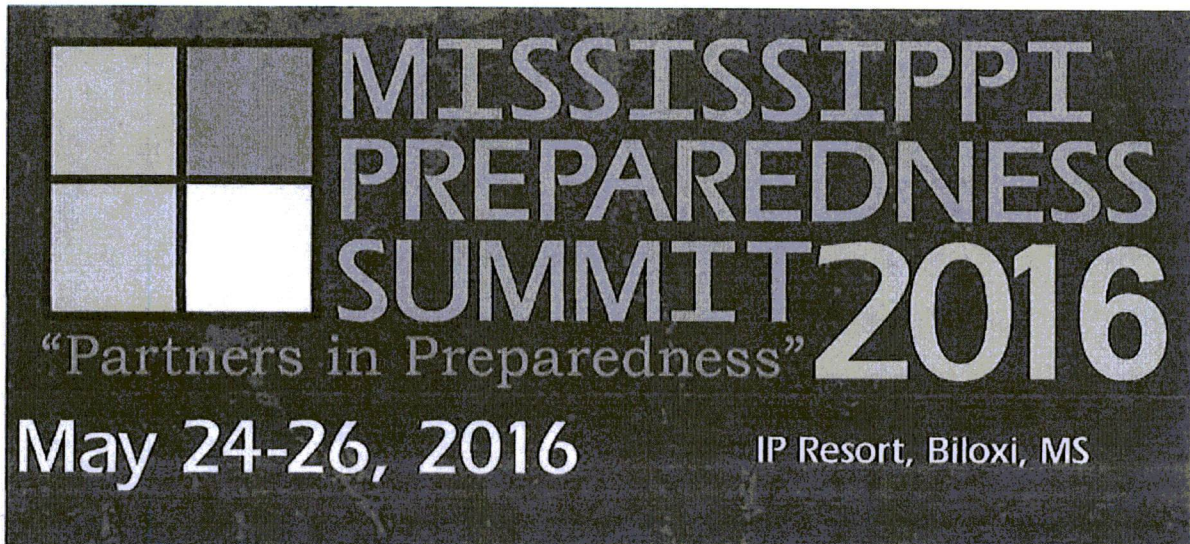
I am requesting approval to attend the Mississippi Preparedness Summit 2016 on May 24-26 2016. This will be my 2<sup>nd</sup> year attending and after last year I feel that the information gained and learned from this summit is crucial to me as GIS Administrator for Madison County.

The pages that follow are all of the information regarding the summit.

Sincerely,

  
Kay Little





## 2016 MS Partners in Preparedness Participant Admission & Registration

Full Name \*    
First Name Last Name

Organization

Title

Address \*   
Street Address

City State Province

Postal Zip Code Country

Email \*

Phone Number \*  -   
Area Code Phone Number