



2026 Annual Meeting & Training
School Feb. 14 – 17th, 2026
New York Marriott Marquis, NYC

ONLINE REGISTRATION OPEN NOW AT WWW.NYTOWNS.ORG

1. **EXPENSES:** Actual and necessary expenses incurred in attending this school, including the registration fee, are proper municipal charges under Town Law, §116(12) and General Municipal Law, §77(b).

Early-bird rates

Available through Oct. 31, 2025

Member municipality, conference | \$150
Non-member municipality, conference | \$180
Non-municipality, company, conference | \$375

Rates increase Nov. 1

(registrations submitted after Jan. 24 will be processed at on-site rates)

Member municipality, conference | \$185
Non-member municipality, conference | \$215
Non-municipality, company, conference | \$425

Attorney Continuing Legal Education (CLE)

(Credit hours and rates - 9.5 CLE Credits, with a total of 11.5 credits available across Sunday-Monday. All courses provide transitional and non-transitional credit.)

Fee includes meeting registration.

Member (early bird / regular / on-site) | \$450 / \$550 / \$625
Non-member (early bird / regular / on-site) | \$560 / \$600 / \$675
Non-municipality, company, conference (early bird / regular / on-site) | \$735 / \$750 / \$825

Lock in 2025 room rates by registering before 11/16!

To reserve your room, visit <https://book.passkey.com/e/51084536>

Rooms with an asterisk (*) next to them have limited availability. Group rate cut-off date is Friday, January 23, 2026.

2025-2026 room rates are as follows:

Marquis Standard King/Double | \$303 early bird / \$322 regular rate (book between 11/17 and 1/24)
Times Square View | \$429*
Deluxe Suite | \$629*
Premier One-Bedroom Suite | \$739*

What's New

*2026 Annual Meeting & Training
School Feb. 14 – 17th, 2026
New York Marriott Marquis, NYC*

Add-on Experiences

This year, we are proud to be able offer attendees some additional networking and entertainment opportunities to take your full conference experience to the next level.

Please note that due to these changes, all attendees registering online must register themselves. If you need assistance with your member log-in credentials, please e-mail or call our offices at info@nytowns.org or (518)465-7933.

1. Monday, Feb. 16, 2026 Awards Reception and Luncheon at the New York Marriott Marquis. Purchase for meal ticket required - \$65 per person. Join the Association for a sit-down awards presentation and luncheon as we celebrate excellence within our community. This event is a wonderful opportunity to connect with fellow NYAOT members, recognize outstanding achievements, and enjoy a memorable meal together.

Meal ticket required: \$65 per person

- Pan Roasted Chicken (DF, GF)
 - Roasted Beef Tenderloin (DF, GF)
 - Winter Squash Risotto (GF,V)
2. Monday, Feb. 16 and Tuesday, Feb. 17 2025 Dine Around NY. Receive discounts and more at participating restaurants with your conference badge. No extra purchase required. Full list of participating restaurants and other details coming soon.
 3. Tuesday, Feb. 17th at 7 p.m. NYAOT lands on Broadway at The Outsiders. Limited seats available; ticket purchase required in addition to registration. Must register online to reserve a ticket. Take advantage of a 52 percent group discount. Seats available in rear mezzanine rows A, B and C for \$69 per ticket (face value \$132.50 + service charge = \$149). Bernard B. Jacobs Theatre, 245 West 45th Street, New York, NY 10036. Run time: approximately 2 hours and 25 minutes including a 15 minute intermission

Adapted from S.E. Hinton's seminal novel and Francis Ford Coppola's iconic film, this thrilling new Broadway musical features a book by Adam Rapp with Justin Levine, music and lyrics by Jamestown Revival (Jonathan Clay & Zach Chance) and Justin Levine, music supervision, orchestration, and arrangements by Justin Levine, choreography by Rick Kuperman & Jeff Kuperman, and direction by Tony Award® winner Danya Taymor. The New York Post calls it "The Best New Musical of the Season."

In Tulsa, Oklahoma, 1967, Ponyboy Curtis, his best friend Johnny Cade and their Greaser family of 'outsiders' battle with their affluent rivals, the Socs. The Outsiders navigates the complexities of self-discovery as the Greasers dream about who they want to become in a world that may never accept them. With a dynamic original score, The Outsiders is a story of friendship, family, belonging...and the realization that there is still "lots of good in the world."

BOOK your room by Nov. 16 2025 to lock in 2025 room rates. Room rates increase on Nov. 17.

- To reserve your room, visit <https://book.passkey.com/e/51084536>
- **Vouchers are not an accepted form of payment.**
- Then, MAIL or FAX completed registration form with a check for the corresponding registration fee to:

Association of Towns, 150 State St., Albany, NY 12207 | Fax: (518)465-0724

*Association of Towns Educational Series
Registration Form*



**TRAINING & CERTIFICATION
FOR TOWN OFFICIALS**

NAME _____

TITLE _____ PHONE _____

TOWN/COMPANY _____

ADDRESS _____

EMAIL ADDRESS _____

ONE REGISTRANT PER FORM

EVENT: 2026 ANNUAL MEETING & TRAINING SCHOOL

FEB. 14 - 17, 2025, NEW YORK MARRIOTT MARQUIS, 1535 Broadway, NYC, NY 10036

	Registration Type	Quantity (x)	Rate
Aug. 1 - Oct. 31	Early-bird member		\$150
	Early-bird non-member		\$180
	Early-bird non-municipality / company		\$375
	Early-bird CLE member		\$450
	Early-bird CLE Non-member		\$560
	Early-bird CLE Non-municipality / company		\$735
	Early-bird Accredited Justice Training		\$0
	Early-bird Accredited and Elective Court Clerk Training		\$0
Nov. 1 - Jan. 24	Member		\$185
	Non-member		\$215
	Non-municipality / company		\$425
	CLE member		\$550
	CLE non-member		\$600
	CLE non-municipality / company		\$750
	Accredited Justice Training		\$0
	Accredited and Elective Court Clerk Training		\$0
Meal tickets must be purchased ahead of time	OPTIONAL Meal Ticket Pan Roasted Chicken (DF,GF)		\$65
	OPTIONAL Meal Ticket Roasted Beef Tenderloin (DF,GF)		\$65
	OPTIONAL Meal Ticket Winter Squash Risotto (GF,V)		\$65
TOTAL ENCLOSED			

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) CCMH TIMES SQUARE LLC	
	2 Business name/disregarded entity name, if different from above. NEW YORK MARRIOTT MARQUIS	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 1535 BROADWAY	Requester's name and address (optional)
	6 City, state, and ZIP code NEW YORK, NY 10036	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
2	6	-	3	0	4	8	3	3	8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date 03/19/2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

New York Marriott Marquis Group Form

Name of Group: _____

Arrival Date: _____

Departure Date: _____

Please list the 3 "Gold Keys" (main service focus areas that will make your event a success):

Room Block:

Would you like the group rooms blocked together: Yes or No

This is a request based on availability and not guaranteed

Would you like for the rooms to be Pre-Keyed: Yes or No

Only available and recommended for groups arriving together via bus/shuttle/van. All guest keys will be released to the Tour Leader in 1 packet once all rooms are ready. Each guest will have their own envelope with their name & room number.

VIPs with group: _____

Please Note: Hotel Check In time is 4pm. Any Group Arrivals prior to 4PM are NOT guaranteed ready rooms. Special Room Requests are NOT guaranteed 4 PM check in. Hotel Check Out time is 11 AM.

Billing for Group:
(Please Select One)

Send Final Bill To:

Room, Tax & Incidentals
to Master _____

Room & Tax to Master
Incidentals on Own _____

Individual to Pay: _____

Phone Turned Off: Yes or No

****Guest Room Phone Disabled to Complete External Calls****

Rates Confidential: Yes or No

Breakfast Coupon Information:

(Revel & Rye Restaurant, 8th Floor, Breakfast Buffet served daily 6:30 AM - 11:30 AM)

Breakfast Coupons cost \$59.63 tax inclusive per coupon, per person, per day (unless contracted otherwise)

Number of Breakfast Coupons per day _____

Total # of Days _____

Total # of Breakfast Coupons _____

Preliminary numbers for breakfast coupons are to be provided to your Event Manager **10 Days** prior to the group check in. Final numbers for breakfast coupons are to be provided **72 hours** prior to the group check in. The final number can only be reduced 20% from the preliminary number. All breakfast coupons will be charged in advance prior to the group check in.

Bus Arrival / Departure Information:

Bus Arrival Date _____ Bus Arrival Time _____

Bus Departure Date _____ Bus Departure Time _____

Name of Bus/Van/Shuttle Company: _____

Number of Bus/Van/Shuttle? _____

Please call our Manager on Duty Cell # **347 885 6351** on your Arrival Date 15 minutes prior to arrival at the Hotel. This will ensure that our Bell Staff is prepared for the group's bus/shuttle/van arrival. Bus Pick Up & Drop Off location is on 45th Street by Starbucks. New York City does not offer overnight Bus Parking. Please plan accordingly with your bus company. **All luggage/bags need to be tagged with Guest Name Prior to Arrival at the Hotel.**

***IMPORTANT:** Please advise Event Manager/Hotel Tour Captain of any arrival/departure time changes*

Onsite Contact: _____ Cell Phone: _____

Email Address: _____

Number of People: _____ Number of Rooms: _____ Estimated Number of Bags: _____

The Porterage charge is mandatory for all groups (10 or more persons) that have a Bus, Van and/or Shuttle arrival at currently \$12.01 per bag/round trip, regardless if Bellman assistance is needed. Price will increase on July 1, 2026.

Will you require guest assistance with luggage: Yes or No
Date & Time _____

Please note with bag delivery at check-in it will take up to 45 - 60 minutes for every 20 bags to be delivered to guestrooms by the bellman.

Will you require a bag pull/pick-up at checkout: Yes or No

Please note that checkout is at 11 AM, and with a group bag pull/pick-up it will take 30 - 40 minutes for every 20 rooms to be assisted by the bellman. Please have bags tagged with Guest Name and set bags inside of the room by the door.

Onsite Agenda

Please fill out any times that your group may need to meet together for meals, tours, or general announcements during your stay. This is important so that we may prepare for any additional traffic flow on general public floors. Recommended locations are the outside walkway by Starbucks.

Saturday _____ Sunday _____

Monday _____ Tuesday _____

Wednesday _____ Thursday _____

Friday _____

Do you need space for your bus to pick up & drop off your attendees during your stay for activities around the city? Yes or No

Thank you in advance!