



# 31<sup>ST</sup> ANNUAL ILMCT INSTITUTE & ACADEMY

Join us in Plainfield for the 31st Annual ILMCT Institute & Academy where you will spend the week diving into topics focused specifically on the role of the municipal clerk and clerk-treasurer. Attend an abundant lineup of classes for both the novice and advanced municipal official, targeting the subjects necessary for you to grow in your profession. Network with your colleagues and learn from their experiences, while gathering the tools you need to be a powerful part of your local government team.

Sunday, March 8	
2:30 p.m. – 6:00 p.m.	Registration
3:30 p.m. – 5:30 p.m.	Managing Municipal Utilities and Delinquencies
5:30 p.m. – 7:00 p.m.	Breaking the Ice – Trivia
Monday, March 9	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:00 a.m.	Welcome & Opening Session
8:00 a.m. – 4:00 p.m.	State Board of Accounts Resource Center
9:00 a.m. – 11:00 a.m.	Finance & Governance Fundamentals with the State Board of Accounts
11:00 a.m. – 12:15 p.m.	Lunch
12:30 p.m. – 1:30 p.m.	Interactive Guidance from the State Board of Accounts
2:00 p.m. – 4:00 p.m.	De-Escalation in Action Through Effective Communication
4:00 p.m. – 5:30 p.m.	Strategic Budgeting for Municipal Clerks and Treasurers
7:00 p.m. – 9:00 p.m.	Networking Reception <i>Sponsored by BS&amp;A Software / Boyce Systems Embassy Suites by Hilton Plainfield Lobby Bar</i>
Tuesday, March 10	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:30 a.m.	2026 Legislative Update from the Aim Team
9:30 a.m. – 11:30 a.m.	Rethinking the Clerk-Treasurer's Office: Tools, Processes, and Participation
11:30 a.m. – 12:45 p.m.	Lunch with Educational Topics

Tuesday, March 10 (continued)	
1:00 p.m. – 2:30 p.m.	Defend Your Municipality Like a Pro
3:00 p.m. – 4:00 p.m.	Building a Strong Municipal Employee Handbook
4:00 p.m. – 6:30 p.m.	From Vision to Venue: How Plainfield Leveraged Tax Increment Finance and Collaboration to Create Hendricks Live!
Wednesday, March 11	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:00 a.m.	Municipal Jeopardy
8:00 a.m. – 4:00 p.m.	Aim Field Services Help Desk
9:00 a.m. – 10:30 a.m.	Ethics in Action
10:30 a.m. – 11:30 a.m.	Engage, Inform, Empower
11:30 a.m. – 12:45 p.m.	ILMCT Executive Committee Meeting
11:30 a.m. – 12:45 p.m.	Lunch
1:00 p.m. – 2:30 p.m.	Cybersecurity Checklist for Municipalities
3:00 p.m. – 5:00 p.m.	BodyWorking: Listening with Your Eyes
Thursday, March 12	
7:30 a.m. – 8:00 a.m.	Registration & Breakfast
8:00 a.m. – 9:30 a.m.	Managing the Impact of Employee Loss in the Workplace
9:30 a.m. – 11:30 a.m.	All Things Insurance: Essential Coverage & Risk Management for Municipalities
11:30 a.m. – 12:00 p.m.	Wrap-Up Closing Session Q&A

	Full Registration	Sunday	Monday	Tuesday	Wednesday	Thursday
ILMCT Member	\$450	\$60	\$125	\$125	\$125	\$70
Non-ILMCT Member	\$500	\$70	\$135	\$135	\$135	\$80
Late Fee (received after February 27) Add \$25						

**Your Information**

Full Name
Preferred Name for Badge
Municipality
Title
Address
City/State/Zip
Phone
Email
First Time Attendee <input type="checkbox"/> YES <input type="checkbox"/> NO
Special Needs and Dietary Restrictions

**Payment**

Amount:
Circle One: <input type="checkbox"/> Check <input type="checkbox"/> MC <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> AmEx
Check Number (Payable to ILMCT)
Card Number
Expiration Date <span style="float: right;">Verification Code</span>
Name of Cardholder
Billing Address
City/State/Zip
Cardholder Signature

**Institute Sessions & Meals**

Please check the events you plan to attend. Count towards CMC credit only.

<b>Sunday, March 8</b>	
<input type="checkbox"/> Managing Municipal Utilities <input type="checkbox"/> Breaking the Ice - Trivia	
<b>Monday, March 9</b>	
<input type="checkbox"/> Breakfast <input type="checkbox"/> Welcome and Opening Session <input type="checkbox"/> Finance and Gov Fundamentals <input type="checkbox"/> Lunch	<input type="checkbox"/> Interactive Guidance from SBOA <input type="checkbox"/> De-Escalation in Action <input type="checkbox"/> Strategic Budgeting <input type="checkbox"/> Networking Reception
<b>Tuesday, March 10</b>	
<input type="checkbox"/> Breakfast <input type="checkbox"/> 2026 Legislative Update <input type="checkbox"/> Rethinking the CT's Office <input type="checkbox"/> Lunch	<input type="checkbox"/> Defend Your Municipality <input type="checkbox"/> Building a Strong Handbook <input type="checkbox"/> From Vision to Venue
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<b>Thursday, March 12</b>	
<input type="checkbox"/> Breakfast <input type="checkbox"/> Managing Impact of Employ. Loss	<input type="checkbox"/> All Things Insurance <input type="checkbox"/> Wrap-Up Closing Session Q&A

**Academy Sessions & Meals**

Please check the events you plan to attend. You may only earn MMC credit for these sessions if you already have received your CMC.

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