# INDIANA ELECTION ADMINISTRATOR’S CONFERENCE AGENDA

**December 10-12, 2018 | Hyatt Regency Indianapolis | 10 S West Street, Indianapolis, Indiana**

**Conference Room Locations:**
- Second Floor: Conference Registration & General Session (Regency Ballroom A-F)
- Third Floor: Breakout Sessions (Cosmopolitan A-D)

## Monday, December 10

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 PM – 7:00 PM</td>
<td>Conference Registration</td>
<td>Regency Ballroom F</td>
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## Tuesday, December 11

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>7:00 AM – 12:00 PM</td>
<td>Conference Registration</td>
<td>Regency Ballroom F</td>
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<tr>
<td>7:00 AM – 9:00 AM</td>
<td>Breakfast Buffet</td>
<td>Regency Ballroom A-E</td>
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<tr>
<td>9:00 AM – 9:15 AM</td>
<td><strong>Plenary Session Begins</strong></td>
<td>Regency Ballroom A-E</td>
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<td></td>
<td>Pledge of Allegiance</td>
<td>Foyer</td>
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<td></td>
<td><em>The Star-Spangled Banner</em></td>
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<td>9:15 AM – 9:30 AM</td>
<td><strong>Welcoming Remarks</strong></td>
<td>Regency Ballroom A-E</td>
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<td></td>
<td>The Honorable Connie Lawson, Secretary of State of Indiana</td>
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<td></td>
<td>Brandon Kline, HAVA Administrator</td>
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<td>9:40 AM – 10:00 AM</td>
<td><strong>Guide to Election Resources: What’s in that tote bag?</strong></td>
<td>Regency Ballroom A-E</td>
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<td></td>
<td>Publications, forms discs and lists</td>
<td>Dale Simmons</td>
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<tr>
<td>10:00 AM – 11:00 AM</td>
<td><strong>Partner Introductions &amp; Overview</strong></td>
<td>Regency Ballroom A-E</td>
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<td></td>
<td>Brad King &amp; Angie Nussmeyer, moderators</td>
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<td></td>
<td>• Dr. Jay Bagga &amp; Dr. Bryan Byers, Ball State University</td>
<td>Voting System Technical Oversight Program (VSTOP)</td>
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<td>• Seth Cooper &amp; Thomas White, Baker Tilly</td>
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<td></td>
<td>• Tyler Johnson, Quest/GCR</td>
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<td></td>
<td>• Vivian L. Ramsey, USPS National Political Mail Strategist</td>
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<td></td>
<td>• Chris Walls, 39 Degrees North</td>
<td>(handout on updating Who Are Your Elected Officials)</td>
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<td>11:00 AM – 12:00 PM</td>
<td><strong>Municipal Elections 101</strong></td>
<td>Regency Ballroom A-E</td>
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<td></td>
<td><em>Election Overview, Candidate Filing &amp; Local Public Questions</em></td>
<td>Brad King &amp; Angie Nussmeyer</td>
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<td>Daniel Shackle, General Counsel, Department of Local Government Finance (DLGF)</td>
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<tr>
<td>12:00 PM – 1:15 PM</td>
<td><strong>Election Administrator Awards Luncheon</strong></td>
<td>Regency Ballroom A-E</td>
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<td>Luncheon Buffet line in foyer</td>
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<tr>
<td>1:15 PM – 1:20 PM</td>
<td><strong>Clerks’ Association New Office Swearing-in</strong></td>
<td>Regency Ballroom A-E</td>
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AFTERNOON BREAKOUT SESSIONS

SESSION 1:

1:30 PM – 2:00 PM
Campaign Finance Administration
Form review, filing process, and other responsibilities
Abbey Taylor and Michelle Thompson (IED)

1:30 PM – 2:00 PM
Voter Registration: SVRS Discussion
Review of the unified statewide voter registration system
Tyler Johnson (Quest/GCR)

1:30 PM – 2:00 PM
Open Door Law, Public Records Law, and Record Retention Requirements
Matthew Kochevar (IED)

SESSION 2:

2:20 PM – 2:50 PM
ePollbook Discussion
Best practices with current county users
Dr. Byers & Dr. Bagga (VSTOP), moderators

2:20 PM – 2:50 PM
Military and Overseas Voters (federal MOVE law)
Discussion of the special requirements and procedures for military & overseas voters
Brad King (and Matthew Kochevar (IED))

2:20 PM – 2:50 PM
Voter Registration 101
Voter registration fundamentals
Angie Nussmeyer and Dale Simmons (IED)

2:20 PM – 2:50 PM
United States Postal Service Roundtable
Voter registration fundamentals
Vivian L. Ramsey, USPS

SESSION 3:

3:10 PM – 3:40 PM
Campaign Finance Enforcement
Review campaign finance enforcement requirements
Angie Nussmeyer & Brad King (IED)

3:10 PM – 3:40 PM
Central Count of Absentee Ballots
Discussion of the basic framework of processing absentee ballots on Election Day
Dale Simmons (IED)

3:10 PM – 3:40 PM
Open Door Law, Public Records Law, and Record Retention Requirements
Matthew Kochevar (IED)

3:10 PM – 3:40 PM
United States Postal Service Roundtable
Voter registration fundamentals
Vivian L. Ramsey, USPS
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DAY 1 GENERAL SESSION RESUMES

4:00 PM – 4:15 PM
Annexations & Precinct Key
Brandon Kline, HAVA Administrator
Regency Ballroom A-E

4:15 PM – 5:00 PM
Ballot Layout & Unopposed Candidate Rules
Matthew Kochevar & Dale Simmons
Regency Ballroom A-E

Wednesday, December 12

7:00 AM – 9:00 AM
Breakfast Buffet
Regency Ballroom A-E

9:00 AM – 10:00 AM
Small Town Elections
Brad King & Angie Nussmeyer
Regency Ballroom A-E

10:00 AM – 10:30 AM
Break for hotel checkout
• The Election Division will provide a Question and Answer period in Regency Ballroom A-E during this break time.

10:30 AM – 11:00 AM
Small Town Elections, continued
Matthew Kochevar & Dale Simmons

11:00 AM – 11:30 AM
Election Security
Tyler Johnson, Quest/GCR
Seth Cooper & Thomas White, Baker Tilly
Regency Ballroom A-E

11:30 AM – 12:00 PM
“I Wish Someone Had Told Me...”
Tips from veteran Clerks and administrators on surviving a municipal election: best practices for election, press and campaign finance management
Roundtable Discussion (Invited):
Amanda Lowery, Jackson County Circuit Court Clerk
Shelley Mawhorter, Noble County Circuit Court Clerk
Brad Newman, Vigo County Circuit Court Clerk
Beth Schiller, Hamilton County Circuit Court Clerk’s Office
Brad King & Angie Nussmeyer, moderators
Regency Ballroom A-

12:00 Noon
Adjournment

Please complete and return your conference evaluation form. Thank you!