Monday, December 10

4:00 PM – 7:00 PM  Conference Registration  Regency Ballroom F

Tuesday, December 11

7:00 AM – 12:00 PM  Conference Registration  Regency Ballroom F
7:00 AM – 9:00 AM  Breakfast Buffet  Regency Ballroom A-E Foyer

9:00 AM – 9:15 AM  Plenary Session Begins  Regency Ballroom A-E
Pledge of Allegiance
The Star-Spangled Banner
Introductory Remarks:
Brad King and Angie Nussmeyer
Introduction of Election Division staff
Honored Guests
Indiana Voter Registration Association Meeting announcement

9:15 AM – 9:30 AM  Welcoming Remarks  Regency Ballroom A-E
The Honorable Connie Lawson,
Secretary of State of Indiana

Brandon Kline, HAVA Administrator

9:40 AM – 10:00 AM  Guide to Election Resources: What’s in that tote bag?  Regency Ballroom A-E
Publications, forms discs and lists
Dale Simmons

10:00 AM – 11:00 AM  Partner Introductions & Overview  Regency Ballroom A-E
Brad King & Angie Nussmeyer, moderators
- Dr. Jay Bagga & Dr. Bryan Byers, Ball State University
  Voting System Technical Oversight Program (VSTOP)
- Seth Cooper & Thomas White, Baker Tilly
- Tyler Johnson, Quest/GCR
- Vivian L. Ramsey, USPS National Political Mail Strategist;
  Donald Nichols, USPS National Lead, Political and Mailing Services.
- Chris Walls, 39 Degrees North (handout on updating Who Are Your Elected Officials)

11:00 AM – 12:00 PM  Municipal Elections 101  Regency Ballroom A-E
Election Overview, Candidate Filing & Local Public Questions
Brad King & Angie Nussmeyer
Daniel Shackle, General Counsel, Department of Local Government Finance (DLGF)

12:00 PM – 1:15 PM  Election Administrator Awards Luncheon  Regency Ballroom A-E
Luncheon Buffet line in foyer

1:15 PM – 1:20 PM  Clerks’ Association New Office Swearing-in  Regency Ballroom A-E
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 Kocherar (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 Kocherar (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**  
Informed Delivery program, USPS County contracts, Q & A  
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 Kocherar (IED)

3:10 PM – 3:40 PM  
**United States Postal Service Roundtable**  
Informed Delivery program, USPS County contracts, Q & A  
Vivian L. Ramsey, USPS
INDIANA ELECTION ADMINISTRATOR’S CONFERENCE AGENDA
December 10-12, 2018 | Hyatt Regency Indianapolis | 1 S Capitol Street, Indianapolis, Indiana

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

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 elections: best practices for election, press and campaign finance management
Roundtable Discussion (Invited):
Amanda Lowery, Jackson County Circuit Court Clerk
Shelley Mawharter, 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-E

12:00 Noon
Adjournment

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