



# 2026 GMA Annual Convention Registration Instructions

Start on the GMA Convention Home Page:

<https://www.gacities.com/events/gma-annual-convention>



Refresh the page at 11:00 am on March 25th.  
Click the Registration button to be redirected to the Official Registration website



Once redirected to the conference registration page, click "Register Now"



## Registration Information

Fill out the information below, then click Next to continue.

\* Registration Type

\* First name

\* Last name

\* Email address

CC Email Address

\* Company

Title

I'm registering on behalf of this person

Next

Choose your registration type.

If you are staff (including Clerk) or an elected official with a GMA member city, select City Official/City Staff.

*\*Business Alliance, Municipal Contract Lobbyist/Non-Profit/Gov Agency and Non-Business Alliance Program Registrant are not registration types for GMA Member Cities*

Once the Registration Type is selected, enter the information for the person attending. Be sure to use the information (name, email, city) for the attendee that was sent to you to ensure registrations are entered correctly.

Each email address must be unique. **An email address can only be used once to register.** It is important to use the email address on your GMA record to match your registration to your GMA account.

If you are a clerk or staff member registering on behalf of an attendee, check the box to select the option at the bottom of the screen that says “**I’m registering on behalf of this person**”. Once selected, you will be able to enter your information to receive confirmation emails for this registration. The same email can be used in the “I’m registering on behalf of this person” option for multiple registrants.

After entering all fields, select “Next”

## Registration Information

Fill out the information below, then click Next to continue.

\* Registration Type

Registration Type

- City Official/City Staff
- Business Alliance Program Member
- Municipal Contract Lobbyist/Non-Profit/Gov Agency
- Non-Business Alliance Program Registrant

\* Email address

CC Email Address

\* Company

Title

I'm registering on behalf of this person

Next

## Registration Questions

The second page will ask for more information.

Please be sure to enter any dietary information if applicable as well as ADA accommodations.

Then select the click the “Next” button.

\* **Do you have any dietary restrictions or preferences** *(check all that apply)?*

- None
- Kosher
- Pescatarian
- Vegan
- Vegetarian
- No dairy
- No eggs
- No gluten
- No nuts
- No pork
- No red meat
- No shellfish
- No soy
- No sugar
- No wheat
- Other, please list

We strive to accommodate all guest needs at events we host, but we cannot guarantee that food available at our hosted events is completely free from allergens. If you have food allergies, please take necessary precautions, as attending means you accept responsibility for any potential reactions. While we do our best to accommodate dietary restrictions, we are unable to assume liability for food-related concerns. We have no control over food provided at events we do not host, even when such events take place in conjunction with or in the same venue as our hosted events. You should reach out directly to the host of such events to discuss any food restrictions.

\* **Do you require any ADA arrangements or support?**

- Yes
- No

We strive to host inclusive, accessible events that enable all attendees, including those with disabilities, to engage fully. If you require an accommodation to participate fully in this event, answer “Yes” above and we will contact you at the email address provided to support your participation. If you answer “No” and the need arises later, please contact as soon as possible (preferably at least two weeks before the event) at [registration@gacities.com](mailto:registration@gacities.com) or call 404-688-0472 and ask to be connected to the staff member in charge of this event. Advance notice is necessary to arrange for some accessibility needs.

Previous

Cancel

Next

On the Admission Item page, you will choose between three options: GMA Conference Registration, Training Only Registration or Special Events Only Registration.



You do not have to register for the full conference to register for Training Classes. If you select Training Only, you will only be able to select training classes and cannot add Awards Luncheon, Closing Event, etc or attend other events included in the Full Conference Registration.



If you select "Special Events Only", you may only choose one special event. If more are required, GMA Conference Registration should be selected to attend multiple events. When selecting "Training Only" or "Special Events Only" at least one selection must be made to check out.



Once the option is selected, click "Next".



## Registration Items

Select Registration Option below

### City Official/Staff Conference Registration

Includes exhibit hall access, closing event ticket and all full conference events such as general sessions, business meeting, concurrent sessions, policy meetings, rapid fire sessions and district connections.

\$525.00

Select

[No Title]

### Training Only Registration

Only allows for training class registration

\$0.00

Select

### Special Events Only Registration

Only allows for selection of the following: Municipal Marketplace, City Attorneys' Session & Breakfast, Clerks' Business Meeting and Breakfast, City Managers' Session & Lunch, Awards Luncheon, and GMA Closing Event registration. Cannot be paired with "Training Only"

\$0.00

Select

Previous

Cancel

Next

If you have selected GMA Conference Registration, on the Sessions' page, you will be able to add Harold F. Holtz training classes/Clerk's classes and Add-on Items to your registration.

- Session Dates are listed to the left of each item.
- Session Times are listed under each title.
- Session Prices are listed to the right of each item.

Add-on items that are NOT included in the cost of registration are listed at the bottom of the page:

1. Clerks Business Meeting and Breakfast
2. City Attorneys' Session and Breakfast
3. City Managers' Session and Lunch
4. Awards Luncheon
5. Mentor/Mentee Meet and Greet (no charge)

If a class is full an option to Join Waitlist will be available unless the Waitlist is also full. Each waitlist has a capacity of 10 slots per class. If you join a waitlist, you are still able to register for an alternative class in the event a waitlist seat does not become available. If the waitlist is full, please check back for availability later.

If you receive an error message, it is because two sessions that conflict were selected at the same time. Click the X in the upper right-hand corner to exit the error message, remove the conflicting sessions and proceed.

## Sessions

Select the sessions you'd like to attend.

### Harold F. Holtz Training Courses, Friday, 6 Hour Class

6/26/26	<b>Addressing Homelessness</b> 8:15 AM-3:15 PM	<b>\$325.00</b> <input type="button" value="Select"/> 44 remaining
6/26/26	<b>Advancing Georgia's Role and Response to Human Trafficking (new)</b> 8:15 AM-3:15 PM	<b>\$325.00</b> <input type="button" value="Select"/> 49 remaining
6/26/26	<b>Community and Media Relations*</b> 8:15 AM-3:15 PM	<b>\$325.00</b> <input type="button" value="Select"/> 49 remaining
6/26/26	<b>Data Literacy and Storytelling for Cities</b> 8:15 AM-3:15 PM	<b>\$325.00</b> <input type="button" value="Select"/> 50 remaining
6/26/26	<b>Downtown Development Authority Basic Training</b> 8:15 AM-4:15 PM	<b>\$325.00</b> <input type="button" value="Select"/> 48 remaining

After classes and add-on items have been selected, you will click next which takes you to the Registration Summary page. Please ensure all your information and items selected are correct on this page.



If you are registering a spouse/partner/child guests, you will then click the yellow "Register Spouse/Child Guest" button at the bottom of the page.

**\*\*Each City Official or Staff will need a new registration this year\*\***



A box will open allowing you to choose the Registration Type for the spouse or child guest.



### Add Group Member

Choose the registration type for your group member

Spouse/Guest

Child/Guest



## Registration Summary

Take a moment to review your registration before continuing.

**Erica Grier**

[Edit](#)

CC Email Address

Company

GMA

### Additional Information

Do you have any dietary restrictions or preferences (check all that apply)?

None

Do you require any ADA arrangements or support?

No

### Registration Details

Item	Price
Admission Item	
City Official/Staff Conference Registration	\$525.00



When you have completed the registration and proceed to the Payment Page, you will then select Payment Method.  
Payment types include Credit Card and ACH/e-Check.

If you pay with a credit card, you will select that payment method, enter the card number, expiration date, card security code, name on card and billing address to proceed.

If you choose to pay by ACH, the ACH instructions will be included in your confirmation email. ACH payment must be received within 10 business days to confirm the registration.

Following check out, you will be redirected to the confirmation page which will include the hotel booking link.  
The hotel booking link will also be sent in the registration confirmation email.

## Order Summary

Review your order information and submit your payment.

Erica Grier

Item	Price
<b>Admission Item</b>	
City Official/Staff Conference Registration	\$525.00
<hr/>	
<b>Subtotal</b>	<b>\$525.00</b>
<b>Order Total</b>	<b>\$525.00</b>

## Payment

### Select Payment Method

- Credit Card
- ACH

**Total Due \$525.00**

Please refer to the **ACH** instructions in your registration confirmation and your email confirmation.

**Important:** Submit your ACH payment within **10 business days** to confirm your registration.

Previous

Cancel

Submit

# Other Information

**City Clerk** training courses can only be found listed on the training class page under the Harold F Holtz training courses.

*Clerks do not receive credit for the Harold F. Holtz training courses and City Officials/Managers do not receive credit for Clerks classes.*

**City Attorneys** do not have to register for the full conference to register for the City Attorney Session and Breakfast. This option can be selected under “Special Events Only” if they will only attend the one session.

“**Exhibit hall only**” passes will be sold online under “Special Events Only” for guests only attending Municipal Marketplace only.

All registrations for Convention must have a **unique email address**. This includes spouse/partner/child guest registration options.

Be sure to refer to the email sent to clerks with all unique email addresses currently linked to registrants.

**Hotel reservations** may only be made once registrations are completed. The link will be provided on the confirmation page and in the confirmation email.

**If you do not use the GMA hotel link provided on the confirmation page, you will not receive the GMA block rate. If you book outside of the GMA block, GMA cannot move your reservation into the block.**

The JW Marriott and Hyatt have **3-night minimums**. If an attendee is staying less than 3 nights, they will not see these hotels on the booking site.

Use “I’m Registering on Behalf of this Person” on the first page of registration to **receive confirmations/** communications related to the registration if it is not for yourself.

You can make changes to registrations using the confirmation number or the link in the confirmation emails to go back into the record.

If you encounter an error during registration, please take a **screenshot** of the error and send it by email to [registration@gacities.com](mailto:registration@gacities.com) so the team can work with the developer to correct any problems as quickly as possible.

The Monday **Award’s Luncheon** is not included in any registration fee and must be added to conference registrations.

# Cancellation Policy, Class Waitlist and Hotel Change Information

## **Cancellation Policy:**

All cancellations or changes must be made online. No TELEPHONE registrations, changes, or cancellations will be accepted. Full refunds will be given for cancellations made by May 5th. Cancellations after May 5th and before June 1<sup>st</sup> will be subject to a 20% cancellation fee. Cancellations made after June 1<sup>st</sup> will not be eligible for a refund.

## **Class Waitlists:**

Each waitlist has a capacity of 10 seats. If a waitlist is full, you may check back to view availability.

If you are on a waitlist, you will be notified via email if a seat becomes available. You must confirm you want the space within 24 hours to claim the spot. If you are in a conflicting class, that class will be refunded, and the waitlist class charge will be made to the credit card on file.

***\*There are no waitlists for hotels.***

## **Hotel Changes**

Once hotel reservations are made using the GMA booking link, they can be modified until May 19th via the link in the hotel confirmation email or by calling the Savannah Housing Bureau at (912) 644-6465 during business hours of 9:00 AM to 5:00 PM Monday to Friday. Hotel blocks will close beginning May 19<sup>th</sup>.

If you need to modify a reservation after May 19<sup>th</sup> please contact the hotel directly beginning June 1<sup>st</sup>.

*Do not contact the hotel directly to modify reservations before June 1<sup>st</sup>. The reservations will not be transferred to hotels until this time.*