



222 West State Street, Trenton, New Jersey 08608  
PHONE (609) 695-3481 • FAX (609) 695-0151  
EMAIL league@njslom.com • www.njslom.com

CC: Adm.  
↑ Dept. Needs

(118)

William G. Dressel, Jr., EXECUTIVE DIRECTOR

Michael J. Darcy, CAE, ASSISTANT EXECUTIVE DIRECTOR



September 18, 2009

Re: 8 ADA Compliance

Dear Municipal Clerk:

During the Annual League Conference in Atlantic City, the League will make every effort to comply with the Americans with Disabilities Act. WE ARE ASKING YOU TO HELP US WITH THIS EFFORT BY IDENTIFYING YOUR FELLOW OFFICIALS WITH DISABILITIES WHO WILL ATTEND THE CONFERENCE. THEN ASK THEM TO CALL THE LEAGUE BY NOVEMBER 1 TO NOTIFY US OF ANY SPECIAL REQUIREMENTS THEY MAY NEED.

All public meeting rooms and facilities in the Atlantic City Convention Center are accessible to wheelchairs and elevators are available.

Please remind anyone to whom this applies to contact the League office indicating their special needs such as:

- Sign language
- Audio equipment (please specify)
- Staff Escort
- Shuttle bus transportation for wheelchairs (contact League office for form at extension 118)
- Other services (please specify)

For your convenience we have enclosed a Shuttle Bus Accessibility Form, which can be filled out and either mailed or faxed back to the League office.

Thank you for your assistance.

Very truly yours,

A handwritten signature in black ink, appearing to read "William G. Dressel, Jr.", written over a horizontal line.

William G. Dressel, Jr.  
Executive Director

WGD/dek  
Enclosure

**MUNICIPAL CLERK: PLEASE DISTRIBUTE TO ALL OFFICIALS  
ATTENDING THE LEAGUE CONFERENCE.**

**Shuttle Bus Accessibility Form**

The 94th Annual New Jersey State League of Municipalities Conference is at the Atlantic City Convention Center. For the convenience of all delegates, the League has arranged for shuttle service to and from the Atlantic City Convention Center and hotels.

✿ **Pursuant to the Americans with Disabilities Act, if you require wheelchair-accessible shuttle service** to the Atlantic City Convention Center from your hotel and back, please complete the form below and mail or fax it by **Thursday, November 12, 2009**, to the League office at 222 West State Street, Trenton, New Jersey 08608 or Fax (609) 695-0151. If you need to cancel your reservation, please notify the League prior to **Thursday, November 12, 2009**. Any requests or cancellations **after Thursday, November 12, please, contact the Academy Bus Dispatcher at (609) 965-3040.**

Please note that all public meeting rooms and facilities in the Atlantic City Convention Center are accessible to wheelchairs. If you need to **rent an electric scooter or wheelchair, please call the UPS Business Center at (609) 449-2480 to reserve. Quantities are limited.**

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**Shuttle Bus Accessibility Form**

Please mail or fax completed form:

New Jersey State League of Municipalities  
222 West State Street  
Trenton, New Jersey 08608  
Fax: (609) 695-0151 or Email: [DHolland@njslom.com](mailto:DHolland@njslom.com)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Municipality: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Hotel You Will Be Staying In: \_\_\_\_\_

Dates and Times, You Will Require Shuttle Bus Service:  
Date(s): \_\_\_\_\_ Time(s) \_\_\_\_\_

Phone Number to Confirm Pick up Dates and Times: \_\_\_\_\_

Please direct any questions to the  
New Jersey State League of Municipalities  
Attn: Danielle Holland, Program/Meeting Specialist  
**Phone: (609) 695-3481 x 118**  
Thank you.

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