

ARBITRATION ADVOCACY TRAINING

Deadline to Register is Monday, May 7, 2018

When	Arrive at the hotel on Sunday, June 3 rd and depart on Sunday, June 10. Classes start promptly at 9:00 a.m. on Monday morning. A Graduation Dinner will be held on Saturday evening. No classes will be held on Sunday.
Where	Hilton Hotel & Meeting Center, 100 W Glenoaks Blvd, Glendale, CA 91202
Program	The program is designed to provide an in-depth knowledge of the techniques needed to effectively prepare a case for arbitration.
Prerequisite	<i>APWU members must provide a letter from their local or state president (on local or state letterhead) that authorizes their attendance.</i>
Instructors	Training is provided by APWU National officers and staff.
Curriculum	The curriculum includes: Introduction to Arbitration; Preparing the Case; Identifying and Framing Issues; Threshold Issues; Exhibits and Stipulations; Opening and Closing Statements; Rules of Evidence; Objections, and Direct and Cross Examinations.
Hotel Reservations	To make hotel reservations, contact the hotel toll free at 1-800-445-8667. To secure the negotiated rate of \$159.00 (single/double occupancy), plus 13% taxes. Identify yourself as attending the American Postal Workers Union's Arbitration Advocacy Training and register by the Monday, May 7, 2018 deadline . Check-in time is 4:00 p.m. and check-out time is 12:00 noon. The hotel requires a major credit card for payment of room and taxes in advance. <i>To receive a refund, hotel reservations must be cancelled 72 hours in advance of the scheduled arrival date; please obtain a cancellation number.</i>
Additional Hotel Fees	<i>A deposit fee of \$50.00 for each day will be charged to the credit card at check-in for incidentals expenses. If no incidental charges are made, incidental fees will be refunded. An early departure fee of one nights lodging plus taxes will be charged to guest checking out prior to their confirmed check-out date.</i>
Airport	Burbank, California Airport is the closest airport to the hotel. Another option is Los Angeles International Airport (LAX), but traffic is awful and the cost of transportation from the airport to the hotel can be expensive.
Registration Deadline/Fee	<i>The deadline to register to attend the conference is Monday, May 7, 2018.</i> The registration fee is \$450.00 per person and includes materials, coffee breaks, and a graduation dinner. All participants must pre-register prior to the deadline. <i>No Walk-ins Will Be Permitted!</i>
Space is Limited	<u><i>Space is limited and registration may close before the cut-off date. Therefore, participants are encouraged to register early. Please Do Not Purchase An Airline Ticket Until You Have Been Notified That You Have Been Approved.</i></u>
Parking	Self-Parking for hotel guests is \$10.00 per day. Valet Parking is \$26.00 per day with in and out privileges
Special Note	In addition to daily classes, participants must be present for the entire training and will have both group and individual homework assignments. <u>Students must work with their assigned teams during late evening hours to prepare a mock arbitration case for presentation on Saturday, June 9.</u> <i>Therefore, all participants should reside at the hotel.</i>

REGISTRATION FORM

Name (Please Print)	
USPS Identification Number	
Address	
City	
State	
Zip Code	
Home Phone Number	
Cell Phone Number	
Work Hours	
E-Mail Address	
Local's Name	
Division/Craft	
Office Held in Local/State	
Arbitration Experience (Please check the appropriate boxes)	<input type="checkbox"/> I have no arbitration experience <input type="checkbox"/> I have served as a TA on cases <input type="checkbox"/> I have served as a witness on cases <input type="checkbox"/> I have arbitrated more than 3 cases
SPECIAL NOTE: <i>To attend the training, APWU members must provide a letter from their local/state president (on local or state letterhead) authorizing their attendance.</i>	
<p><u>To Register:</u></p> <p><i>Return this Registration Form along with a check or money order for \$450.00 payable to “Arbitration Advocacy Training,” by Monday, May 7, 2018.</i></p> <p><i>Mail to: Joyce B. Robinson, Director Research & Education 1300 L Street, NW, Washington, DC 20005</i></p>	
<p><u>Additional Information:</u></p> <p>Contact Joyce B. Robinson Director Research & Education at 1(202) 842-4225</p>	