

## ARBITRATION ADVOCACY TRAINING

### Deadline to Register is Monday, May 6, 2019

<b>When</b>	Sunday, June 2 through Sunday, June 9, 2019. <b>Students must be present for the entire training and must participate in a mock arbitration case on Saturday, June 8. A Graduation Dinner will be held after arbitration on Saturday evening. No classes will be held on Sunday.</b>
<b>Arrival Departure Conference Material</b>	Participants should arrive at the hotel on Sunday, June 2 and depart on Sunday, June 9. Participants must pick up their conference material and badges during registration on Monday between 8:15 a.m. - 8:45 a.m. <b>Classes will start promptly on Monday at 9:00 a.m. Do Not Be Late!</b>
<b>Objective and Prerequisite</b>	The program is designed to provide an in-depth knowledge of the techniques needed to effectively prepare a case for arbitration. To attend the course, APWU members must provide a letter from their local or state president (on local or state letterhead) that authorizes their attendance.
<b>Curriculum and Instructors</b>	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. Training is provided by APWU National officers and staff.
<b>Where</b>	Maritime Institute Hotel located at 692 Maritime Boulevard, Linthicum Heights, Maryland 21090. The hotel is located at the rear of the conference center with a red canopy at the entrance.
<b>Hotel Reservations</b>	To make hotel reservations, call <b>1 (410) 859-5700, next dial 0</b> to be connected to the hotel. To secure the negotiated rate, of <b>\$155.00 per night for single and \$200.00 for double occupancy</b> , plus 13% taxes, identify yourself as attending the <b>American Postal Workers Union's Arbitration Advocacy Training</b> and register by the <b><u>Monday, May 6, deadline</u></b> . Check-in time is 4:00 p.m. and check-out time is 11:00 a.m. The hotel requires that one night's lodging be paid in advance by a major credit card. To receive a refund, cancel reservations 72 hours prior to the scheduled arrival date. <b>Request a cancellation number.</b>
<b>Additional Hotel Fees</b>	<i>An early departure fee of one night's lodging plus taxes will be charged to guest checking out prior to their confirmed check-out date.</i>
<b>Meals Included</b>	Breakfast and dinner are included in the hotel room rate and guest receive meal coupons. <b><i>If two guests occupy a room, they must pay the rate for double occupancy.</i></b>
<b>Airport</b>	Fly into Baltimore-Washington International Airport (BWI). Once you claim your luggage, call <b>1 (410) 859-5700, next dial 0</b> to be connected to the hotel and they will tell you where to meet the driver and send a complimentary shuttle to pick you up from the airport.
<b>Space is Limited</b>	<b><u>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 Receive Notification That You Have Been Registered.</u></b>
<b>Registration Deadline/Fee</b>	<b><i>The deadline to register to attend the conference is <u>Monday, May 6, 2019</u>. All participants must pre-register prior to the deadline. <u>No Walk-ins Will Be Permitted!</u></i></b> The registration fee is \$450 per person and covers material, lunch, and coffee breaks Monday through Saturday <b>for registered attendees ONLY!</b>
<b>Parking</b>	Parking is complimentary for hotel guests.
<b>Special Note</b>	In addition to daily classes, participants will be required to work with their assigned teams during evening hours to prepare a mock arbitration case and will have both group and individual homework assignments. <b><i>Therefore, all participants should reside at the hotel.</i></b>
<b>Additional Information</b>	For additional information, contact Joyce B. Robinson, Director Research & Education at 1(202) 842-4225.

# REGISTRATION FORM

<b>Name (Please Print)</b>	
<b>USPS Identification Number</b>	
<b>Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Home Phone Number</b>	
<b>Work Phone Number</b>	
<b>Work Hours</b>	
<b>E-Mail Address</b>	
<b>Local's Name</b>	
<b>Division/Craft</b>	
<b>Office Held in Local/State</b>	
<b>Arbitration Experience (Please check one)</b>	<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
<p><b>SPECIAL NOTE:</b> <i>To attend the training, APWU members must provide, with this registration form, a letter from their local/state president (on local or state letterhead) authorizing their attendance.</i></p>	
<p><b><u>To Register:</u></b></p> <p><i>Return this Registration Form along with            a check or money order for <u>\$450.00</u>            payable to “<u>Arbitration Advocacy Training,</u>”  <u>by Monday, May 6, 2019</u></i></p> <p><i>Mail to: Joyce B. Robinson, Director Research &amp; Education            1300 L Street, NW, Washington, DC 20005</i></p>	
<p><b><u>Additional Information:</u></b></p> <p>For additional information, contact:            Joyce B. Robinson, Director Research &amp; Education            at 1(202) 842-4225</p>	