

ARBITRATION ADVOCACY TRAINING	
When	Monday, April 6 through Sunday, April 12, 2015. <i>Classes will start promptly on Monday at 7:00 p.m.</i> Students must be present for the entire training and must participate in a mock arbitration case on Saturday, April 11 th . <i>A Graduation Dinner will be held after arbitration on Saturday. No classes will be held on Sunday.</i>
Where	Hyatt Regency Atlanta, Georgia, 265 Peachtree Street NE, Atlanta, GA 30303
Program	The program is designed to provide an in-depth knowledge of the techniques needed to effectively prepare a case for arbitration.
Prerequisite	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.
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, please contact the hotel toll free at 1 (888) 421-1442 or directly at 1 (404) 577-1234 for reservations. To secure the negotiated rate, of \$129.00 per night (single/double occupancy), plus 16% taxes, identify yourself as attending the American Postal Workers Union's Arbitration Advocacy Training and register by the Monday, March 16, 2015 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.</i>
Additional Hotel Fees	<i>A deposit for incidentals, \$100.00 for the first day and \$50.00 for each additional day will be charged to the credit card at check-in. If no incidental charges are made, incidental fees will be refunded. If the guest does not want to establish credit for incidentals, the hotel restricts telephone access (except from room to room), check-signing privileges from the hotel's outlets, and all in-room charges. 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>
Arrival/ Departure	Participants should arrive at the hotel on Monday, April 6 th and depart on Sunday, April 12 th . Classes start promptly at 7:00 p.m. on Monday evening.
Registration Deadline/Fee	<i>The deadline to register to attend the conference is Monday, March 16, 2015.</i> The registration fee is \$450 per person and includes materials, coffee breaks, and a graduation dinner. All participants must pre-register prior to the deadline. <i>Space is limited; participants are encouraged to register early. No walk-ins will be permitted</i>
Conference Registration	Participants must pick up their conference materials and badges during the opening session on Monday, April 6th at 7:00 p.m.
Valet Parking	Valet-Parking is currently \$24.00 per day, plus tax, for hotel guests with in and out privileges and subject to change; self-parking is not available.
Special Note	In addition to daily classes, participants will be required to work with their assigned teams during evening hours to prepare a mock arbitration case for presentation on Saturday, April 11 th and will have both group and individual homework assignments. <i>Therefore, all participants should reside at the hotel.</i>
Additional Information	For additional information, contact Joyce B. Robinson, Director Research & Education at 1(202) 842-4225.

REGISTRATION FORM

Name (Please Print)	
USPS Identification Number	
Address	
City	
State	
Zip Code	
Home Phone Number	
Work Phone Number	
Work Hours	
E-Mail Address	
Local's Name	
Division/Craft	
Office Held in Local	
Arbitration Experience	
SPECIAL NOTE	<i>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.</i>
To Register	<i>Return this Registration Form along with a check or money order <u>for \$450.00 payable to "Arbitration Advocacy Training,"</u> by <u>Monday, March 16, 2015</u> and mail to: Joyce B. Robinson, Director Research & Education 1300 L Street, NW, Washington, DC 20005</i>
Additional Information	For additional information, contact: Joyce B. Robinson, Director Research & Education at 1(202) 842-4225.