

## UNION ADMINISTRATION EASTERN & NORTHEAST REGIONS

**Deadline to Register is Monday, May 1, 2017**

<b>When</b>	Saturday, May 20, 2017 through Friday, May 26, 2017. <b>Students must be present for the entire training. <u>Classes will start promptly on Sunday at 8:30 a.m.</u> A Graduation Dinner will be held on Thursday evening. No classes will be held on Friday.</b>	
<b>Arrival/Departure</b>	Participants should arrive at the hotel on Saturday, May 20 and depart on Friday, May 26, 2017.	
<b>Where</b>	Maritime Institute Hotel and Conference Center, 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>Purpose</b>	The training is designed to assist the executive local/state officers in acquiring the knowledge and skills needed to run an effective union and to meet the upcoming struggles and challenges of the future.	
<b>Prerequisite</b>	<b>The training is limited to APWU local/state presidents, executive vice presidents, and secretary-treasurers.</b>	
<b>Instructors</b>	Training is provided by APWU national officers, staff, and affiliates.	
<b>Curriculum Includes</b>	<ul style="list-style-type: none"> <li>Effective Leadership Skills</li> <li>Efficient Time Management</li> <li>Coalition Building</li> <li>Conducting Effective Meetings</li> <li>Dealing With Difficult People</li> <li>Duties of Election Committees</li> <li>Fiduciary Responsibilities</li> <li>Filing and Defending a Charge with the National Labor Relations Board</li> <li>Getting Out the Union's Message</li> </ul>	<ul style="list-style-type: none"> <li>Labor History</li> <li>Monitoring Dues Check Off (DCO)</li> <li>Officers Duties and Responsibilities</li> <li>Recruiting Union Activists and Volunteers</li> <li>Setting Goals</li> <li>Stress Management</li> <li>Structuring Constitutions and Bylaws</li> <li>Understanding Diversity</li> <li>Utilizing the News Media</li> </ul>
<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>\$142.00 per night for single and \$187.00 for double occupancy</b> , plus 13% taxes, identify yourself as attending the <b>American Postal Workers Union's Administration Training</b> and register by the <b><u>Monday, May 1, 2017 deadline</u></b> . Check-in time is 4:00 p.m. and check-out time is 11:00 a.m. The hotel requires a major credit card for payment of room and taxes in advance. <b>The hotel requires that one night's lodging be paid in advance by a major credit card. To receive a refund, reservations must be cancelled within 72 hours prior to the scheduled arrival date. Please obtain a cancellation number.</b>	
<b>Meals Included</b>	Both breakfast and dinner are included in the hotel room rate. Breakfast is served in the dining hall from 7:00 a.m.-9:00 a.m. and dinner from 5:00 p.m.-7:00 p.m.	
<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>Additional Hotel Fees</b>	<i>An early departure fee of \$50.00 plus taxes will be charged to guest checking out prior to their confirmed check-out date.</i>	
<b>Registration Deadline/Fee</b>	<b>The deadline to register to attend the conference is <u>Monday, May 1, 2017</u>.</b> The registration fee is \$450 per person and includes materials, coffee breaks, and lunch each day. All participants must pre-register prior to the deadline. <b><u>No Walk-ins Will Be Permitted!</u></b>	

<b>Space is Limited</b>	<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 Receive Notification That You Have Been Registered. First option will be given to participants from the Eastern &amp; Northeast Regions.</i></u>
<b>Conference Registration</b>	Participants must pick up their conference materials and badges during the opening session <i>on Sunday, May 21, 2017, at 8:30 a.m.</i>
<b>Parking</b>	Parking is complimentary for hotel guests.
<b>Special Note</b>	In addition to daily classes, participants will be required to attend classes during evening hours and will have homework assignments. <i>Therefore, all participants should reside at the hotel.</i>

# REGISTRATION FORM

## Union Administration Eastern & Northeast Regions

<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>Your Region (Please check one)</b>	<input type="checkbox"/> Central <input type="checkbox"/> Eastern <input type="checkbox"/> Northeast <input type="checkbox"/> Southern <input type="checkbox"/> Western
<b>Office Held in Local/State (Please check one)</b>	<input type="checkbox"/> I am the president <input type="checkbox"/> I am the executive vice president <input type="checkbox"/> I am the secretary-treasurer <input type="checkbox"/> I am the secretary <input type="checkbox"/> I am the treasurer
<b>How Long Have You Held this Position</b>	
<b>SPECIAL NOTE: The training is limited to APWU local/state presidents, executive vice presidents, and secretary-treasurers.</b>	
<p style="text-align: center;"><b><u>To Register:</u></b> <i>Return this Registration Form along with a check or money order for <u>\$450.00</u> payable to “<u>Union Administration, Eastern &amp; Northeast Regions</u>” by <u>Monday, May 1, 2017</u> Mail to: <i>Joyce B. Robinson, Director Research &amp; Education</i> 1300 L Street, NW, Washington, DC 20005</i></p>	
<p style="text-align: center;"><b><u>Additional Information:</u></b> For additional information, contact: Joyce B. Robinson, Director Research &amp; Education at 1(202) 842-4225</p>	