

## UNION ADMINISTRATION SOUTHERN REGION

### Registration Deadline Extended to Monday, April 17, 2017

<b>New Program</b>	The Research and Education Department developed a training program entitled “Union Administration,” 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>When</b>	Sunday, May 7, 2017 through Saturday, May 13, 2017. <b>Students must be present for the entire training. <u>Classes will start promptly on Monday at 8:30 a.m.</u> A <i>Graduation Dinner will be held on Friday evening. No classes will be held on Saturday.</i></b>	
<b>Arrive/Depart</b>	Participants should arrive at the hotel on Sunday, May 7 and depart on Saturday, May 13.	
<b>Where</b>	Hyatt Regency Atlanta, Georgia, 265 Peachtree Street NE, Atlanta, GA 30303	
<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, contact the hotel toll free at 1 (888) 421-1442 or directly at 1 (404) 577-1234. To secure the negotiated rate, of \$140.00 per night (single/double occupancy), plus 16% taxes, identify yourself as attending the <b>American Postal Workers Union Administration Training</b> and register by the <b><u>Monday, April 17 deadline</u></b> . Check-in time is 4:00 p.m. and check-out time is 12:00 noon. <i>The cancellation policy for reservations is forty-eight (48) hours prior to arrival to avoid a penalty of one (1) night’s room and tax.</i>	
<b>Additional Hotel Fees</b>	Payment of room and tax is due at check-in by a major credit card or by cash, along with a refundable deposit for incidentals, \$100.00 for the first day and \$50.00 for each additional night. If the guest does not establish credit for incidentals, the hotel restricts telephone access (except from room to room), and room signing privileges from all hotel’s outlets.	
<b>Registration Deadline/Fee</b>	<b><i>The deadline to register to attend the conference is <u>Monday, April 17, 2017</u>.</i></b> 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. <b><u>No Walk-ins Will Be Permitted!</u></b>	
<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. First option will be given to participants from the Southern Region.</u></b>	
<b>Conference Registration</b>	Participants must pick up their conference materials and badges during the opening session <b><i>on Monday, May 8, 2017, at 8:30 a.m.</i></b>	
<b>Valet Parking:</b>	Valet-Parking is currently \$24.00 per day, plus tax, with in and out privileges and subject to change. Self-parking is not available but cheaper parking lots are located near the hotel.	
<b>Special Note</b>	In addition to daily classes, participants will be required to attend classes during evening hours and will have homework assignments. <b><i>Therefore, all participants should reside at the hotel.</i></b>	

**REGISTRATION FORM**  
**Union Administration Southern Region**

<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>	

**SPECIAL NOTE: The training is limited to APWU local/state presidents, executive vice presidents, and secretary-treasurers.**

**To Register:**  
*Return this Registration Form along with  
a check or money order for \$450.00  
payable to “Union Administration, Southern Region”  
by Monday, April 17, 2017  
Mail to: *Joyce B. Robinson, Director Research & Education*  
1300 L Street, NW, Washington, DC 20005*

**Additional Information:**  
For additional information, contact:  
Joyce B. Robinson, Director Research & Education  
at 1(202) 842-4225