

UNION ADMINISTRATION SOUTHERN REGION

Deadline to Register is Monday, April 10, 2017

When	Sunday, May 7, 2017 through Saturday, May 13, 2017. Students must be present for the entire training. <u>Classes will start promptly on Monday at 8:30 a.m.</u> A Graduation Dinner will be held on Friday evening. No classes will be held on Saturday.	
Arrival/Departure	Participants should arrive at the hotel on Sunday, May 7 and depart on Saturday, May 13, 2017.	
Where	Hyatt Regency Atlanta, Georgia, 265 Peachtree Street NE, Atlanta, GA 30303	
Purpose	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.	
Prerequisite	The training is limited to APWU local/state presidents, executive vice presidents, and secretary-treasurers.	
Instructors	Training is provided by APWU national officers, staff, and affiliates.	
Curriculum Includes	<ul style="list-style-type: none"> Effective Leadership Skills Efficient Time Management Coalition Building Conducting Effective Meetings Dealing With Difficult People Duties of Election Committees Fiduciary Responsibilities Filing and Defending a Charge with the National Labor Relations Board Getting Out the Union's Message 	<ul style="list-style-type: none"> Labor History Monitoring Dues Check Off (DCO) Officers Duties and Responsibilities Recruiting Union Activists and Volunteers Setting Goals Stress Management Structuring Constitutions and Bylaws Understanding Diversity Utilizing the News Media
Hotel Reservations	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 American Postal Workers Union Administration Training and register by the <u>Monday, April 10 deadline.</u> 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>	
Additional Hotel Fees	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.	
Registration Deadline/Fee	<i>The deadline to register to attend the conference is <u>Monday, April 10, 2017.</u></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. <u>No Walk-ins Will Be Permitted!</u>	
Space is Limited	<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>	
Conference Registration	Participants must pick up their conference materials and badges during the opening session <i>on Monday, May 8, 2017, at 8:30 a.m.</i>	
Valet Parking:	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.	
Special Note	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 Southern Region

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	
Your Region (Please check one)	<input type="checkbox"/> Central <input type="checkbox"/> Eastern <input type="checkbox"/> Northeast <input type="checkbox"/> Southern <input type="checkbox"/> Western
Office Held in Local/State (Please check one)	<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
How Long Have You Held this Position	
SPECIAL NOTE: The training is limited to APWU local/state presidents, executive vice presidents, and secretary-treasurers.	
<p><u>To Register:</u></p> <p><i>Return this Registration Form along with a check or money order for <u>\$450.00</u> payable to <u>“Union Administration, Southern Region”</u> <u>by Monday, April 10, 2017</u></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>For additional information, contact: Joyce B. Robinson, Director Research & Education at 1(202) 842-4225</p>	