



July 19, 2024

Dear PEF 2024 Convention Delegates,

Congratulations on your election as Delegate to the 46th Annual PEF Convention!

This year's Convention is September 15-18, 2024, in Syracuse, New York. Convention events are planned at the Oncenter Nicholas J. Pirro Convention Center. Delegate information and online registration instructions are included with this mailing.

Please review the attached materials as soon as possible. ***Online registration will open for Executive Board members on Monday, July 22, 2024, and all delegates on Monday, July 29, 2024.*** To ensure housing and travel arrangements are available, all delegates must register by the deadlines noted in the attached information. **Deadlines will be strictly enforced.**

This year we are celebrating unity! We have endured workplace bullying and workplace violence, but we are stronger together and we are standing strong and will keep fighting and persevering. To honor the Convention theme "Moving Together," we are asking each Region to create a T-shirt design that celebrates our unity and to proudly wear it at this year's Convention Day of Unity.

On behalf of Convention Committee members Danielle Bridger, Stephanie Champagne, Gwendolyn Culpepper, Kenneth Ferro, Joe Fox, Sharon Lamb, Stephanie McLean-Beathley, Margaretann Paczkowski, Anna Schrom and the newly elected Region 4 Coordinator Monica Moore, we are proud to be part of this year's Convention and look forward to seeing you in Syracuse!

In Unity!

Darlene Williams, Vice President, and PEF Convention Committee Chair

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## **ONLINE REGISTRATION**

- **ONLINE REGISTRATION IS REQUIRED FOR ALL DELEGATES AND GUESTS.** Each delegate and guest will receive an email invitation from our Event Management System, Swoogo. The email that you will receive will have an “accept” or “decline” hyperlink. To register for Convention, click “accept,” and follow the registration process through to the end.
- **YOUR PEF MEMBERSHIP INFORMATION NUMBER (MIN#) IS REQUIRED TO REGISTER.** If you do not know your MIN# contact the MIS Help Desk at [mis\\_service@pef.org](mailto:mis_service@pef.org) or call (800) 342-4306 ext. 308 between 9 am and 5 pm.
- Due to mobile site limitations, smartphone users will need a personal computer to do the following: Complete travel and housing request forms, pay through hosted order pages (such as PayPal) or modify their registration.
- **Registration for Executive Board Members opens Monday, July 22, 2024, at 5:00 pm.**
- **Registration for Delegates opens Monday, July 29, 2024, at 5:00 pm.** Hotels will be assigned on a first-come, first-served basis.
- Guests are welcome to attend Convention. Limited seating will be available in the Convention Hall and tickets for optional events will be available online.

## **OPTIONAL EVENT REGISTRATION & PAYMENT**

- The following events are open to all delegates. **Online pre-registration is required for all to attend:**
  - Welcome Reception (*complimentary for delegates*)
  - Regional Coordinator’s Event (*complimentary for delegates*)
  - Represent Your Region in the 80’s Dance (*complimentary for delegate*)
  - Health & Safety Breakfast (*\$25 additional fee applies*)
  - Veterans’ Luncheon (*\$25 additional fee applies*)
  - Nurses Luncheon (*\$25 additional fee applies*)
  - Multi-Cultural Awareness Event (*\$25 additional fee applies*)
- Guests are permitted to attend the following events. A fee of \$35 applies for each event and online pre-registration is required:

• Welcome Reception	• Veterans’ Luncheon
• Regional Coordinators’ Event	• Health & Safety Breakfast
• Nurses’ Luncheon	• Represent Your Region in the 80’s Dance
• Cultural Awareness Program	

- According to Convention Rules, no event payments for delegates or guests will be accepted on-site at the Convention.
- The payment deadline for all optional events is Monday, August 12, 2024, and must be made through PayPal during your registration. No payment will be accepted at the door or during Convention.

## ON SITE REGISTRATION

### ON SITE DELEGATE & GUEST REGISTRATION

- Delegates and guests are required to register onsite in order to obtain their credentials. Delegate and guest registration will be located at the **Oncenter Nicholas J. Pirro Convention Center**, at 800 South State Street, Syracuse, NY 13202.
- **All delegates and guests must show a driver's license or state employee ID to register.** For security reasons, a photo ID credential will be issued to all registrants.
- **THE PHOTO ID IS YOUR CREDENTIAL AND IS REQUIRED FOR YOU AND YOUR GUEST TO GAIN ACCESS TO ALL CONVENTION-RELATED FUNCTIONS.**

## STIPENDS

- Delegates will receive a stipend or receipt of EFT (Electronic Funds Transfer) in the amount of \$150 from PEF in early August. The stipend is intended to cover your meals while at Convention from lunch on Sunday through lunch on Wednesday.
- PEF Divisions may provide delegates an optional stipend of up to \$150. This stipend is in addition to the delegate meal stipend. Division Leaders must follow the guidance provided by PEF Divisions Finance. For more information, please contact [PEFDivisions@pef.org](mailto:PEFDivisions@pef.org).
- Delegates from the Host Region (Region 4) may request an Opt-Out stipend. Please refer to the **"HOTEL ACCOMMODATIONS"** section below for more information. Opt-Out stipend checks will also be sent out in early August.
- If you do not receive your check or receipt of EFT by September 6, 2024, call Danielle Gregoire in the PEF Accounting Department at (800) 342-4306, ext. 257. **If you are unable to attend, it is your responsibility to return the entire amount to PEF.**

## HOTELS AND OVERNIGHT ROOM RESERVATIONS

Room blocks for this year's convention have been reserved at the following hotels:

	<b>MARRIOTT DOWNTOWN SYRACUSE</b>	<b>PARKVIEW</b>	<b>THE COLLEGIAN</b>	<b>DOUBLE TREE</b>	<b>COURTYARD SYRACUSE DOWNTOWN</b>	<b>BEST WESTERN</b>	<b>HOTEL SKYLER</b>	<b>RESIDENCE INN</b>
<b>Address</b>	100 E. Onondaga St., Syracuse, NY 13202	713 East Genesee St., Syracuse, NY 13210	1060 East Genesee St., Syracuse, NY 13210	6301 State Rt 298 E Syracuse, NY 13057	300 W. Fayette St., Syracuse, NY 13202	416 S Clinton St. Syracuse, NY 13202	601 S Crouse Ave Syracuse, NY 13202	300 W. Fayette St., Syracuse, NY 13202
<b>Rate per night (taxes included)</b>	\$183.00	\$144.00	\$133.00	\$174.00	\$171.00	\$194.00	\$194.00	\$161.00
<b>Complimentary breakfast</b>	NO	NO	NO	NO	NO	YES	NO	YES
<b>Lobby Market</b>	NO	NO	YES	NO	YES	YES	YES	NO
<b>Restaurant(s)</b>	Eleven Waters Restaurant Shaughnessy's Irish Pub	NO	Salt Restaurant & Bar	Seasons Tavern	The Bistro Restaurant	NO	Wave	The Bistro
<b>Distance to Convention Center</b>	0.2 mi	0.8 mi	1.2 mi	6.6 mi	0.8 mi	1 mi	0.9 mi	0.8 mi
<b>Parking*</b>	YES	YES	YES	YES	YES	YES	YES	YES
<b>Complimentary Wireless</b>	YES	YES	YES	YES	YES	YES	YES	YES
<b>Pool</b>	NO	NO	NO	YES	YES	YES	NO	YES
<b>Exercise Facility</b>	YES	NO	YES	YES	YES	YES	YES	YES
<b>Pets allowed</b>	YES	YES	YES	YES	Service animals only	NO	NO	NO

## **HOTEL ACCOMMODATIONS**

- Delegates are eligible for overnight room accommodations.
- **THE REGISTRATION DEADLINE FOR HOTEL REQUESTS IS Monday, August 12, 2024.**  
A list of available hotels is included in this letter on page 5.
- **OVERNIGHT RESERVATIONS ARE BASED ON DOUBLE OCCUPANCY.** Delegates who elect to share a room with another delegate during Convention are responsible for incidentals charges.
- **PEF Divisions are not permitted to pay the single room supplement.**
- **PEF WILL NOT PAY FOR SINGLE ROOMS FOR DELEGATES REQUESTING MEDICAL ACCOMMODATIONS.**
- **Delegates from Region 4 (Host Region) may request an Opt-out stipend in lieu of hotel accommodations.**
  - The stipend is \$150 (\$50 per day) and covers all travel expenses (mileage, parking, tolls, and incidentals). It is intended for Region 4 delegates who choose to stay home and commute daily. Additional travel reimbursement will not be approved.
  - Delegates who select this option will still receive the Delegate Meal Stipend of \$150 and are also eligible to receive the PEF Division Stipend (up to \$150 if their division participates).
  - After COVID, some hotels have implemented new protocols regarding housekeeping services. Hotel staff will not enter guest rooms to clean once the room is occupied. Towels and other amenities will be supplied as requested.

## **OVERNIGHT ROOM OPTIONS**

### **SINGLE ROOMS**

- Select this option if you **DO NOT** want a roommate.
- Select this option **if you are bringing a guest** (even if you want a room with two beds).
- PEF will request, but cannot guarantee, rooms with a king or queen bed.
- Your credit card will be billed for half the cost of your complete stay upon completing registration.
- If you elect the single room option, you will be prompted to the payment section where you will be asked to submit payment for half of the room cost of that hotel, before completing registering.
- Upon checking into the hotel all delegates must provide a credit/debit card for ½ of the single room charge and incidentals. A hold will be placed onto your card, no exception will be made.

## DOUBLE ROOMS (TWO BEDS)

- You must have your roommate's name at the time of registration or you will not be able to complete registration.
- If a delegate selects the "double room" option and does not have a roommate, then a roommate will be selected for you.
- Cancellations for a double occupancy room must be made by August 23, 2024 and a new roommate will then be assigned by PEF to fill the vacancy.
- If the delegate chooses to have a single room after the roommate cancels, the delegate will be required to submit the cost of the single room for that hotel or a roommate will be selected and placed in that room.
- Upon checking into the hotel all delegates must provide a credit/debit card for incidentals. A hold will be placed onto your card, no exceptions will be made.

## HOTEL CANCELLATIONS

- Email [specialevents@pef.org](mailto:specialevents@pef.org) to cancel your hotel reservation by August 23, 2024.
- **\*\*\*PLEASE DO NOT CALL THE HOTEL DIRECTLY TO CANCEL YOUR RESERVATION. YOUR ROOM IS PART OF OUR GROUP BLOCK AND MAY BE NEEDED FOR ANOTHER DELEGATE.\*\*\***

## HOTEL CONFIRMATIONS

- Hotel Confirmations will be sent by PEF. Please do not call the hotel for information about room assignments.
- **CONFIRMATIONS WILL NOT BE SENT UNTIL ALL HOUSING LISTS ARE SUBMITTED AND CONFIRMED BY ALL HOTELS. Thank you in advance for your patience and understanding.**

## PETS

- It is the delegate's responsibility to contact the hotels regarding specific pet policies. This includes the type and size of animals permitted at each hotel.
- Rooms are assigned on a first-come, first-served basis. We will do our best to accommodate delegates traveling with pets. **However, we cannot guarantee placement at specific hotels because of pet accommodation needs.**
- **ANY DEPOSITS, FEES OR CHARGES FOR DAMAGES ARE THE SOLE RESPONSIBILITY OF THE DELEGATE. PEF WILL NOT BE RESPONSIBLE FOR ANY PET-RELATED EXPENSES.**

## **TRAVEL ARRANGEMENTS**

- **ALL RESERVATIONS FOR AIR AND TRAIN MUST BE MADE THROUGH PEF SPECIAL EVENTS.** Please submit your request to [Specialevents@pef.org](mailto:Specialevents@pef.org). PEF will not reimburse you for travel arrangements made on your own. **Rental car reservations will not be approved or reimbursed, unless specifically authorized by the Secretary-Treasurer.**
- **Do NOT travel if you were exposed to COVID-19, you are sick, you test positive for COVID-19, or you are waiting for results of a COVID-19 test. Learn when it is safe for you to travel. Do not travel with someone who is sick.**

### **AIRLINE RESERVATIONS**

- Air travel is only available for Regions 10,11 and 12.
- A \$25 deposit is required to reserve your seat.
- All air travel must be made through [Specialevents@pef.org](mailto:Specialevents@pef.org).
- Any travel made on your own will not be reimbursed by PEF.
- Deadline to register for air travel is Monday, August 12, 2024.

### **TRAIN RESERVATIONS**

- **The deadline to request train reservations is Monday, August 12, 2024.**
- **A \$25 deposit is required for rail travel and must be received no later than Monday, August 12, 2024.**
- Payments can be made through PayPal when registering.

### **REGIONAL BUS**

- The regional bus option is only available for Regions 8 and 9.
- A \$25 deposit is required to reserve a seat on the regional bus. This fee will be refunded at the end of the Convention.

### **SHUTTLES**

- An ADA-compliant shuttle, equipped with a lift and lock for wheelchair and scooter access, will be available during all scheduled shuttle times, approximately every 15 minutes.
- All shuttles will be clearly marked with a “PEF” sign in the window.

The following is a tentative shuttle schedule:

Day	Times	Locations
Sunday	10:00 AM – 12:00 AM	Airport/Amtrak to Hotels / Convention Center



<b>Monday</b>	7:00 AM – 12:00 AM	All Hotels and Convention Center
<b>Tuesday</b>	7:00 AM – 12:00 AM	All Hotels and Convention Center
<b>Wednesday</b>	7:00 AM – 12:00 PM 12:00 PM -2:30 PM	All Hotels and Convention Center  Airport/Amtrak

### **PERSONAL VEHICLES**

- **Mileage reimbursement for personal vehicles** is half of the federal mileage rate (using your personal vehicle).
- If you transport one or more additional delegates, reimbursement is the full federal mileage rate at the time of the Convention.
- Tolls are paid in full based on travel from delegate's home. Receipts are required.
- Passenger names must be provided on your voucher for full mileage reimbursement.

### **TRAVEL CONFIRMATIONS**

**\*PEF will email confirmations with updated itineraries two weeks prior to Convention.**

### **DEPARTURE DAY – CHECK OUT AND LUGGAGE STORAGE**

- **\*\*\*DELEGATES ARE REQUIRED TO CHECK OUT OF THEIR HOTELS BEFORE THE PLENARY SESSION STARTS WEDNESDAY MORNING.** Any late check-out fees will be the responsibility of the delegate.\*\*\*
- **Luggage storage is provided at the Convention Oncenter. A colored luggage tag will be handed out on Tuesday for placement on your luggage to ensure proper storage on the last day of Convention.**
- **PEF staff will be available to direct delegates and provide directions regarding this process for holding your luggage on the last day of Convention. DO NOT LEAVE VALUABLES IN YOUR BAGS. PEF WILL NOT BE RESPONSIBLE FOR ANY MISSING ITEMS.**

### **RESOLUTIONS**

Resolutions are available on the PEF website. Paper copies of these documents will be available at the Convention.

## **IN MEMORIAM**

We would like to honor those members of our extended PEF family who passed away since our last Convention. If you know of a PEF member that should be recognized at this year's Convention, please send his/her name, work location, job title and photo to Communications Coordinator Kristina Willbrant at [Kristina.Willbrant@pef.org](mailto:Kristina.Willbrant@pef.org) by September 2, 2024, so that we can be sure to include them in our memorial. Due to the production timeframe, we will be unable to include information received after this date.

## **REGIONAL CONVENTION MEETING INFORMATION**

Regional Coordinators will arrange a delegate Convention meeting in your area. You will be notified of the time and place once arrangements have been finalized. To attend a delegate meeting in a different region, contact the office in that Region for information.

## **SERGEANTS, TELLERS, AND TIMERS**

### **Delegate volunteers are needed to be Sergeants, Tellers, and Timers during the Convention!**

More information about these important roles is available on the registration site. Delegates will be notified if they have been appointed to these committees. If selected, delegates are asked to attend informational meetings on Sunday, September 15, 2024, at 4:00 PM and Monday, September 16, 2024, at 7:30 AM.

## **TO WITHDRAW/CANCEL DELEGATE SEAT**

1. If you are unable to attend the Convention, notify Director of Divisions Kristie Furman, as soon as possible **in writing** at: [Divisions@pef.org](mailto:Divisions@pef.org) or fax: (518) 785-1814 or mail: PEF, PO Box 12414, Albany, NY 12212.

## **BANNERS**

Region or Division banners to be displayed in the plenary room must be mailed to PEF, 1168-70 Troy-Schenectady Rd., Latham, NY 12110, Attn: Convention Banners – Mailroom. They may also be delivered to the PEF workroom at the Convention Center on Sunday, between noon and 3:00 pm. **You are responsible for retrieving your banner immediately at the conclusion of Convention on Wednesday, September 18, 2024.**

## **PEF CODE OF CONDUCT**

To complete your online Convention registration, PEF delegates are required to read and attest to the PEF Code of Conduct, listed below:

**PEF Elected Officials and Convention Delegates must comply with our Code of Conduct, which is also consistent with AFT and SEIU policies. This Code of Conduct was developed pursuant to the resolution passed at the 2017 Convention and was approved by the Executive Board on August 23, 2018.**

**All PEF elected officials must comport themselves in a manner consistent with PEF's Code of Conduct, and must observe the highest standards of professional conduct, in order to properly represent union values and the best interests of PEF members. Code of Conduct requirements include, but are not limited to:**

- ❖ Fair, honest, civil, respectful, and ethical conduct and practices toward PEF members, staff, and fellow officials.
- ❖ Financial behaviors and transactions respecting fiduciary responsibilities to PEF's best interests and resources.
- ❖ Proper use and care of union assets and fair dealing.
- ❖ Communications -- electronic (internet, social media, email), verbal, and/or in print -- that are honest, accurate and advance unionism and PEF's best interests.
- ❖ Protection of confidentiality.
- ❖ Compliance with applicable PEF policies as well as laws, rules, and regulations.
- ❖ Prohibition of taking personal advantage from union opportunities.
- ❖ Avoidance of any conflicts of interest.
- ❖ Prevention of retaliation against PEF members, staff or elected officials reporting code of conduct violations in good faith, and
- ❖ Adherence to consequences for Code of Conduct violations.

**Enforcement of the Code of Conduct will be handled under the PEF Code of Ethics.**

### **COVID SAFETY FOR THE PEF 2024 CONVENTION**

PEF abides by New York State, CDC and public health guidelines and mandates, including any Federal, State, and local requirements (such as the Oncenter, hotels, and other event facilities) during Convention.

The health and safety of PEF delegates and staff is of the utmost importance to us. Therefore, the COVID safety guidelines below are recommended at all PEF events and areas (including PEF provided buses, registration, plenary, workshops, meetings, and receptions) to promote the health and wellbeing of attendees and staff.

**\*\*\*As indicated in the PEF CONVENTION COVID-19 SAFETY INFORMATION AND LIABILITY DISCLAIMER, delegates who experience any COVID-19 symptoms during the Convention agree to discontinue their participation immediately and seek appropriate medical attention.\*\*\***

## **COVID PROTOCOLS FOR THE PEF CONVENTION**

### **1) Masking**

**Masking is optional** at all PEF events and areas (including PEF provided buses, registration, plenary, workshops, meetings, and receptions), unless the facility states otherwise.

### **2) Hand washing and sanitizing**

Delegates are strongly encouraged to frequently wash hands (for at least 20 seconds with soap and water) and to use hand sanitizers (of at least 60% alcohol).

### **3) If you have tested positive for COVID you may not attend Convention if it is within 10 days of your positive test. If you have symptoms, you must self-test prior to leaving for Convention.**

#### **IF YOU BECOME SYMPTOMATIC AT THE CONVENTION:**

- a) Immediately self-test and isolate if you have symptoms.
- b) Contact PEF HQ at the Oncenter via email @ [specialevents@pef.org](mailto:specialevents@pef.org).
- c) Call your primary care provider.
- d) If positive, we will help you with transportation to send you home.

If you have questions about the COVID safety measures (such as masking, social distancing, testing, quarantine, vaccinations) please contact the PEF Health & Safety Department at [HealthAndSafety@pef.org](mailto:HealthAndSafety@pef.org) and put "Convention COVID Protocols" in the subject header.

#### **IF YOU HAVE MEDICAL QUESTIONS OR CONCERNS, YOU SHOULD CONTACT YOUR MEDICAL PROVIDER.**

All other questions should be directed to PEF Special Events at [Specialevents@pef.org](mailto:Specialevents@pef.org).

# **2024 PEF Convention Proposed Agenda**

## **Sunday, September 15**

12:00 PM – 7:00 PM	Delegate Registration
12:00 PM – 7:00 PM	Exhibitor Area Open
4:00 PM – 5:00 PM	Sergeants, Tellers, and Timers Meeting (Session 1)
4:00 PM – 5:00 PM	Credentials Meeting
4:00 PM – 5:00 PM	New Delegate Orientation
5:00 PM – 5:30 PM	State and Federal Legislative Review
5:30 PM – 7:30 PM	Resolution Committee Meetings
8:00 PM – 11:30 PM	Welcome Reception
	<ul style="list-style-type: none"><li>- Meet &amp; Greet w/Food &amp; Beverage (8:00 PM – 9:00 PM)</li><li>- Guest Speakers (9:00 PM – 11:00 PM)</li></ul>

## **Monday, September 16**

7:30 AM – 9:00 AM	Sergeants, Tellers, and Timers Meeting (Session 2)
8:00 AM – 5:00 PM	Delegate Registration
8:00 AM – 3:00 PM	Exhibitor Area Open
9:00 AM – 1:00 PM	Plenary Session
1:00 PM – 3:00 PM	Lunch on your own/Food Trucks Available
1:00 PM – 3:00 PM	Agency Dept. Meetings
1:30 PM – 3:00 PM	Avert Training AFT/PEF
3:00 PM – 5:00 PM	Plenary Session
3:00 PM – 5:00 PM	Exhibitor Area Closed for Break
5:00 PM – 7:00 PM	Exhibitor Area Open
5:00 PM – 8:00 PM	Dinner on your own
5:00 PM – 8:00 PM	Multi-Cultural Awareness Event
9:00 PM – 11:30 PM	Regional Coordinator Event (tentative)

## **Tuesday, September 17**

7:30 AM – 9:00 AM	Health and Safety Breakfast
8:00 AM – 5:00 PM	Delegate Registration
8:00 AM – 11:00 AM	Exhibit Area
9:00 AM – 1:00 PM	Plenary Session
1:00 PM – 3:00 PM	Lunch on your own/Food Trucks Available
1:00 PM – 3:00PM	Agency Dept. Meetings
1:00pm – 3:00PM	Nurses Committee Luncheon/Veterans' Committee Luncheon
1:00pm – 3:00 PM	Avert training
1:00pm – 3:00PM	AFT/PEF Opioid Training
3:00 PM – 4:30 PM	Plenary Session
4:30 PM – 6:30 PM	Workshops
6:30 PM – 8:00 PM	Dinner on your own
8:00 PM – 11:30 PM	Represent Your Region in the 80's Dance

## **Wednesday, September 18**

9:00 AM – 11:30 AM	Plenary Session
11:30 AM	Departure