



August 2025

Dear PEF 2025 Convention Delegates:

Congratulations on your election as a Delegate to the 47th Annual PEF Convention! This year's Convention will be held October 19-22, in Lake Placid, New York. Convention events are planned at the Lake Placid Olympic Center, located at 2634 Main Street, Lake Placid, New York, 12946. Delegate information is available at www.pef.org/convention.

Please review the materials online as soon as possible. **Online registration will open for Executive Board members on August 4, 2025, and for all delegates on August 11, 2025. To ensure housing and travel arrangements can be made in time, all delegates must register by September 4, 2025. Deadlines will be strictly enforced.**

This year's Convention theme is: Stronger Roots, Bolder Future.

We are remembering where we came from – how our union was built by the strength, sacrifices, and solidarity of all our members since 1979. From seasoned leaders to new activists, we honor the generations who held us together and carry our mission forward for those yet to come.

In recognition of Breast Cancer Awareness Month, we ask all delegates to wear pink or their Region 7-designed T-Shirts on Tuesday, October 21, 2025, to show support, strength and unity.

On behalf of the 2025 Convention Committee -- Stephanie Champagne, Gwendolyn Culpepper, Kenneth Ferro, Sharon Lamb, Stephanie McLean-Beathley, Margaretann Paczkowski, Owen Byrne, Shelby Wisneski, Alison Rissing, Brian Silva, and Region 7 Coordinator Barbara Stransky - we are honored to welcome you and look forward to seeing you in Lake Placid!

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 VISITORS.

Each delegate and visitor 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. Due to mobile site limitations, smartphone users will need a personal computer to register or complete travel and housing request forms.

REGISTRATION FOR EXECUTIVE BOARD MEMBERS OPENS MONDAY, AUGUST 4 AT 5 P.M.

REGISTRATION FOR CONVENTION DELEGATES OPENS MONDAY, AUGUST 11, 2025, AT 5 P.M.

Hotels will be assigned on a first-come, first-served basis.

Visitors are welcome to attend the Convention. Limit four (4) visitors per delegate. 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:**

- Meet & Greet with food and beverage (complimentary for delegates)
- Regional Coordinator's Event (complimentary for delegates)
- Represent Your Region Dance (complimentary for delegates)
- 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)

Visitors are permitted to attend the following events. A fee of \$35 applies for each event and online pre-registration is required:

- Meet & Greet with food and beverage (Sunday night)
- Veterans' Luncheon
- Regional Coordinators' Event
- Nurses' Luncheon
- Represent Your Region Dance
- Health & Safety Breakfast
- Multi-Cultural Awareness Program

According to Convention Rules, no event payments for delegates or visitors will be accepted on-site at the Convention.

The payment deadline for all optional events is Thursday, September 4, 2025. Payment must be made during the registration process. No payments will be accepted during Convention.

On Site Registration

ON SITE DELEGATE & GUEST REGISTRATION

Delegates and guests are required to register on site to obtain their credentials. Delegate and guest registration will be located at the **Lake Placid Olympic Center, at 2634 Main Street, Lake Placid, New York, 12946. Registration opens at 12:00 p.m. on Sunday, Oct. 19, 2025.**

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 October. The stipend is intended to cover your meals while at the Convention from lunch on Sunday through lunch on Wednesday.

PEF Divisions may provide delegates with 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.

Delegates from the Host Region (Region 7) may request an Opt-Out stipend. Please refer to the **"HOTEL ACCOMMODATIONS"** section below for more information. Opt-Out stipend checks will be sent out in early October.

If you do not receive your check or receipt of EFT by October 15, 2025, 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 & Overnight Room Reservations

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

Hotel Accommodations

Delegates are eligible for overnight room accommodation.

	Crowne Plaza Lake Placid	Golden Arrow Lakeside resort	Hampton inn Lake Placid	Grand Adirondack Hotel	High Peaks Resort	Bluebird Lake Placid
Address	101 Olympic Drive, Lake Placid New York 12946	2559 Main Street, Lake Placid, New York 12946	801 Mirror Lake Drive, Lake Placid, New York 12946	2520 Main Street, Lake Placid, New York 12946	2384 Saranac Avenue, Lake Placid, New York 12946	2375 Saranac Avenue, Lake Placid, New York 12946
Rate per Night (taxes included)	\$240.00 for single	\$240.00 for Single	\$240.00 for Single	\$240.00 for single	\$240.00 for single	\$240.00 for single
Complimentary Breakfast	No	No	Yes	No	No	Yes
Lobby Market	No	No	No	No	No	No
Restaurant	Mackenzie's Restaurant and Bar	Generations Restaurant and Bar	On-Site Restaurant	Marcy's Bar	Dancing Bear Restaurant and Bar	Alpine Hall (light snacks)
Distance to the Olympic Center	0.5 Miles	0.2 miles	0.3 Miles	0.3 Miles	0.6 Miles	0.6 Miles
Parking	Yes	Yes	Yes	Valet, \$10.00 a day	Yes	Yes
Complimentary WIFI	No	Yes	Yes	Yes	Yes	Yes
Pool	Yes	Yes	Yes	No	Yes	Yes
Exercise Facility	Yes	Yes	Yes	No	Yes	No
Pet Friendly	\$30 per day per dog, 2 dog max	\$150 per week/ 7 days	\$75 for 1-4 days, max 2 pets. Longer \$125.00	\$100 (up to 2 pets)	\$75 per day	\$35 per dog (Maximum 70lbs or less)

THE REGISTRATION DEADLINE FOR HOTEL REQUESTS IS Thursday, September 4, 2025.

OVERNIGHT RESERVATIONS ARE BASED ON DOUBLE OCCUPANCY.

Delegates who elect to share a room with another delegate during the Convention are required to submit a credit card at the time of check-in for incidentals according to hotel policy.

PEF Divisions are not permitted to pay the single room surcharge.

If you are requesting a single room, a \$240 payment for that room will be required during the registration process. Each person requesting a single room will be required to pay \$80 a night for a total of \$240 at any of the Convention hotels. The only payment required at the time of check-in at the hotel is a credit card to process for any incidentals.

PEF WILL NOT PAY FOR SINGLE ROOMS FOR DELEGATES REQUESTING MEDICAL ACCOMMODATIONS.

Delegates from Region 7 (the Host Region) may request an Opt-Out Stipend in lieu of hotel accommodation.

- The stipend is \$150 (\$50 per day) and covers all travel expenses (mileage, parking, tolls, and incidentals). It is intended for Region 7 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 ROOM

- 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 charged \$240 (\$80 x 3 for three nights). The cost of your complete stay at checkout will be \$240.
- Upon checking into the hotel all delegates must provide a credit/debit card for incidentals. A hold will be placed on your card; no exception will be made.

DOUBLE ROOMS (TWO BEDS)

- You must have your roommate's name and information for both of you at the time of registration.
- If a delegate selects the "double room" option and does not have a roommate, then a roommate will be selected for you.
- Cancellations of double occupancy rooms must be submitted to Special Events by September 19, 2025. A new roommate will then be assigned by PEF Special Events to fill the vacancy.
- If a delegate chooses to have a single room after the roommate cancels, the delegate will be required to submit the \$240 single room surcharge. If a delegate does not agree to pay for a single room, 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 on your card; no exception will be made.

HOTEL CANCELLATIONS

- Email convention@pef.org to cancel your hotel reservation by September 19, 2025.

*****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 EXPENSE.**

Travel Arrangements

ALL RESERVATIONS FOR REGIONAL BUS TRANSPORTATION MUST BE MADE THROUGH PEF SPECIAL EVENTS. Please submit your request for the REGIONAL BUS THROUGH THE SWOOGO REGISTRATION LINK AND SUBMIT THE \$25 DEPOSIT TO RESERVE YOUR SEAT. PEF will not reimburse you for travel arrangements made on your own.

Rental car reservations must be approved by PEF Secretary-Treasurer Joe Donahue.

Do NOT travel if you are 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.

Regional Bus Reservations

- A \$25 deposit is required to reserve your seat on the regional bus.
- All bus travel must be made through convention@pef.org.
- Any trip made on your own will not be reimbursed by PEF.
- The deadline to register for the regional bus trip is Thursday, September 4, 2025.
- Payments can be made when registering.

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
Saturday	10:00 AM - 5:00 PM	All Hotels in Lake Placid
Sunday	10:00 AM - 12:00 PM	All Hotels in Lake Placid
Monday	7:00 AM - 12:00 PM	All Hotels in Lake Placid
Tuesday	7:00 AM - 12:00 PM	All Hotels in Lake Placid
Wednesday	7:00 AM - 12:00 PM	All Hotels in Lake Placid

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 the 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 ON WEDNESDAY MORNING, OCTOBER 22, 2025.** Any late check-out fees will be the responsibility of the delegate. ***
- **Luggage storage is provided at the Convention Olympic Center. 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 will be available for review on the PEF website at www.pef.org/pef-convention on August 30, 2025. Paper copies of these documents will be available at the Convention.

In Memoriam

We will honor members of our extended PEF family who passed away since 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 by September 19, 2025, 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 pre-Convention delegate meeting in your area. You will be notified of the time and place once arrangements have been finalized. (Follow up with your Regional Coordinator for further information). 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 roles. If selected, delegates are asked to attend informational meetings on Sunday, October 19, 2025, at 4:00 PM and Monday, October 20, 2025, at 7:30 AM.

To Withdraw/Cancel Your Delegate Seat

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

Banners

This year Regional, Divisional and Committee Banners will be displayed digitally during Convention. Please send photos of your banner to PEF Director of Communications Rob Merrill (Rob.Merrill@pef.org) to be included in the slideshow.

PEF Special Events is not responsible for any physical banners this year. **Please do not mail or deliver any banners to PEF headquarters.**

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 compete 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 2025 Convention

PEF abides by New York State, CDC and public health guidelines and mandates, including any Federal, State, and local requirements (such as the Olympic Center 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, plenaries, 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, plenaries, 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 Olympic Center via email at convention@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 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 convention@pef.org.