



DELEGATE INFORMATION

FROM: Barbara Corse-Johnson, Chair, PEF Convention Committee
Joe Fox, Deputy Chair, PEF Convention Committee
RE: 2018 Convention Registration
DATE: August 13, 2018

Congratulations on your election as a Delegate to the 40th Annual PEF Convention! This year's Convention will be held Sunday, October 21 – Wednesday, October 24, 2018 in Lake Placid, New York. Delegate information and online registration instructions are included with this mailing.

As we plan for this year's Convention, unions across the country are facing unprecedented challenges. Hard-won benefits such as job security, health and safety protection, fair wages and benefits are at risk. It is more important than ever to focus on educating and engaging our members.

PEF is 52,000 members strong. But, strength in numbers is only effective if every member is involved. So, we applaud your courage to step up, get involved and lead by example. Collectively, our efforts at this year's Convention will help to secure the future of all PEF members and their families.

On behalf of Convention Committee members Fred Bulmer, Stephanie Champagne, Gwendolyn Culpepper, Kenneth Ferro, Sharon Lamb, Linda Rea, Anna Schrom and Darryl Stevenson, we are proud to be a part of this year's Convention and look forward to working with you!





DELEGATE INFORMATION

ONLINE REGISTRATION

- **REGISTRATION FOR DELEGATES OPENS FRIDAY, AUGUST 17 AT 10:00 AM.**
- Online registration is required for all Delegates and Guests. To register, go to www.pef.org and click on the 2018 Convention button.
- **YOUR PEF MEMBERSHIP INFORMATION NUMBER (MIN#) IS REQUIRED TO REGISTER.** If you do not know your MIN# contact MIS Help Desk at mis_service@pef.org or call 800.342.4306 Ext. 308 between 9 am and 5 pm.
- **Due to mobile site limitations, smart-phone 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.
- **THE DEADLINE FOR REGISTRATION, HOTEL AND TRAVEL ARRANGEMENTS IS SEPTEMBER 7, 2018.** Requests made after this date will be subject to availability. Additional travel and room fees may apply. A list of available hotels is included on the last page of this letter.

REGISTRATION (ON SITE)

- All attendees and guests must show a driver's license or state employee ID to register.
- **For security reasons, photo ID credentials are required to gain access to all Convention-related functions.** This process was put in place to ensure that all attendees are delegates, guests, visitors, volunteers or staff. Photos for ID badges will be taken at Registration.

GUESTS

- Delegate guests must be registered in advance through the online registration site. Tickets are required for guests to attend the following events and can be requested on the registration form.
 - Welcome Reception (\$25.00)
 - Health & Safety Breakfast (\$20.00)
 - Nurses' Luncheon (\$20.00)
 - Cultural Awareness Program (\$20.00)
 - Veterans' Luncheon (\$20.00)
- Payment for tickets can be made via PayPal or personal check (made payable to PEF). Mail to: PEF Convention, NYS PEF, PO Box 12414, Albany, NY 12212. **Payment must be received by Friday, October 6 to ensure availability.**



DELEGATE INFORMATION

OVERNIGHT ROOMS

- Overnight reservations are based on double occupancy.
- Delegates can elect to share a room with another delegate or pay for a room on their own.

Single Rooms

• If you request a single room, you are responsible for half the cost of the room per night (see hotel information on the last page of this letter for rates).

- Select this option if you are bringing a guest (even if you want a room with two beds).
- Unless otherwise indicated, PEF will request but cannot guarantee a single room with a king or queen bed.
- Payment is not required in advance. The hotel will bill your credit card upon check-out.

Double rooms (two beds)

- If two delegates share a room, all room and tax charges will be billed to PEF.

Roommates

- The option is available on the website to enter the name of your roommate or have PEF select one for you.
- To avoid delays with your reservation, confirm with your roommate and agree upon your preferred hotels prior to registering.

OPTIONAL STIPENDS

- Delegates can request a stipend of \$50 per day in lieu of hotel reservations. This option is available on the registration form.
- The stipend covers all travel expenses incurred (exceptions may be considered for delegates traveling outside of the Host region). **Requests for exceptions must be submitted prior to the Convention to Secretary-Treasurer Kay Wilkie at kwilkie@pef.org**

INCIDENTALS

- PEF will not pay incidental charges. Credit card deposit requirements for incidentals vary between hotels.
- We advise against using debit cards for incidental deposits. Although deposits will be refunded (minus incidentals), it can take your bank 7-10 days to return the funds to your account.

HOTEL CANCELLATIONS

- Contact Rebecca Lalli at 800-342-4306, ext. 226 to cancel your reservation. Emails can also be sent to: pefcon2018@pef.org. **DO NOT CANCEL WITH THE HOTEL DIRECTLY.**



DELEGATE INFORMATION

CONFERENCE CENTER AND HOTEL SHUTTLES

- PEF provides shuttle transportation to the hotels and the Conference Center throughout the event. Buses will have a “PEF” sign in the window. One of the shuttle buses is equipped with a lift and lock for wheelchair and scooter access.

PETS

- Pet-friendly hotel information is provided on the last page. It is the delegate’s responsibility to contact the hotel regarding specific pet policies.
- Any deposits, fees or charges for damages are the sole responsibility of the delegate.

TRAVEL

- Delegates can travel via buses (where available), personal or rental car.
- **No train travel will be approved for reimbursement.**
- TRAVEL RESERVATIONS MUST BE MADE THROUGH PEF TRAVEL. Contact Robin Cammans at 800-767-1840, ext. 381 for reservations. **PEF will not reimburse delegates for reservations made on their own.**

- **BUS INFORMATION.** Contact Travel Department for more information about bus reservations. A \$25.00 deposit is required. Payment must be made via personal check or money order, made payable to PEF and sent to Robin Cammans, PEF Travel Department, 10 Airline Drive, Suite 101, Albany, NY 12205. **Below is a list of scheduled bus stops for your convenience:**

REGION 1: Exit 49 – Park & Ride, 6650 Transit Road, Buffalo, NY

REGION 3: Exit 47 – Park & Ride off I-490, Town of Leroy, NY

REGION 4: PEF Headquarters, 301 Plainfield Road, Liverpool, NY

REGION 8: PEF Headquarters, 1168 Troy-Schenectady Road, Albany, NY

REGION 9: Rockland Children’s Psychiatric Center – parking lot in front of Building 58 - 148 Old Orangeburg Road, Orangeburg, NY • Exit 18 - Park & Ride at the Intersection of Route 9W and Route 299, Orangeburg, NY

REGION 10: Lower Manhattan (in front of old Region 10 office at 225 Broadway) • Upper Manhattan (125th St. in front of State Office Building) • Bronx Psychiatric Center

REGION 11: SUNY Downstate Medical Center – 400 Lenox Road, Brooklyn, NY • Creedmoor Psychiatric Center – 80-45 Winchester Blvd, Queens Village, NY

REGION 12: State Office Building – 250 Veterans Highway • Nassau County – 801 Axinn Avenue, Garden City, NY

• Travel requests made after September 7 are subject to availability and must be approved by the Secretary-Treasurer. Requests received after the deadline may be subject to additional fees.



DELEGATE INFORMATION

Personal Automobile/Car Rentals

- Mileage reimbursement 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 must be provided).
- **Rental car requests must be made through PEF Travel and approved in advance by the Secretary-Treasurer.** Renting a vehicle will only be reimbursed if two or more delegates are in the same vehicle. Requests should be sent to the Secretary- Treasurer at kwilkie@pef.org. When renting a vehicle, gas and tolls will be reimbursed with receipts. Gas can be written in the "other" line on the front of the travel voucher
- Contact Robin Cammans, PEF Travel at 800-767-1840, ext. 381.

Travel Confirmations

- PEF Travel will mail confirmations with updated itineraries two weeks prior to Convention. Color-coded luggage tags are included and should be placed on luggage to identify hotels for drop off on Sunday and regional luggage storage on Wednesday.

DEPARTURE DAY – CHECKOUT AND LUGGAGE STORAGE

- DELEGATES ARE REQUIRED TO CHECK OUT OF THEIR HOTELS BEFORE THE PLENARY SESSION STARTS WEDNESDAY MORNING.
- Regional buses depart from the Convention Center. **Shuttle buses will not go back to the hotels after the session ends.** Delegates taking shuttles or regional buses must bring their luggage with them to the Conference Center.
- Coach buses start at 7:30 am and run a continuous loop between the hotels and the Conference Center. Allow additional time to account for luggage pick up and storage.
- Storage is provided at the Conference Center. PEF staff will be available to direct delegates and provide colored luggage tags. **DO NOT LEAVE VALUABLES IN YOUR BAGS. PEF WILL NOT BE RESPONSIBLE FOR ANY MISSING ITEMS.**

RESOLUTIONS

- Resolutions will be available on the PEF website by September 7. Paper copies of these documents will be provided at the Convention.

CHILDCARE

- PEF will work with delegates to make arrangements for childcare during Convention business hours. Requests must be made by August 31 by calling 800-342-4306, ext. 235 or at pefcon2018@pef.org. **Requests made after this date will not be accepted.**



DELEGATE INFORMATION

REGIONAL 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

- The option to volunteer as a Sergeant, Teller or Timer at the Convention is available on the registration form. Delegates will be notified by September 30 if they have been appointed to these committees.

TO WITHDRAW/CANCEL DELEGATE SEAT

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

STIPEND CHECKS

- Stipend checks or receipt of EFT (Electronic Fund Transfer) in the amount of \$124.00 are sent in early October. The stipend covers meals from lunch Sunday through lunch Wednesday, with \$5.00 each day for incidentals.
- If you do not receive your check or receipt of EFT by October 15, call 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.**

BANNERS

- Region or Division banners to be displayed must be delivered to the PEF workroom in the Convention Center on Sunday, between 12:00 noon and 7:00 pm. Banners can also be sent to: PEF, 1168-70 Troy-Schenectady Rd., Latham, NY 12110, Attn: Convention Banners – Mailroom.

QUESTIONS / CONTACT INFORMATION

Online Registration and General Information: 800.342.4306, ext. 235

Hotel Registration Questions Rebecca Lalli: 800.342.4306, ext. 226

PEF Convention Staff Email: pefcon2018@pef.org

Travel (bus, shuttle, and car reservations):

Robin Cammans, PEF Travel: 518.785.1900, ext. 381



See the following page for available hotel and information.

Thank you for your participation and we look forward to seeing you in Lake Placid!



DELEGATE INFORMATION

CONVENTION HOTELS

HOTEL	GOLDEN ARROW	HIGH PEAKS	HAMPTON INN	CROWNE PLAZA	COURTYARD MARRIOTT
Address	2559 Main St.	2384 Saranac Ave.	801 Mirror Lake Dr.	101 Olympic Dr.	5920 Cascade Rd.
Website	Golden Arrow	High Peaks	Hampton	Crowne	Courtyard
Room Rate (Per night, tax inclusive)	\$137.86 (village view) \$149.16* (lake view)	\$168.37	\$163.85	\$163.85	\$159.33
Delegate Cost for Single Room (Per night, tax inclusive)	\$68.93 (village view) \$74.58 (lake view)	\$84.18	\$81.92	\$81.92	\$79.67
Proximity to Conference Center	.1 mi	.5 mi	.3 mi	.2 mi	1.1 mi
Wireless Internet	Complimentary	Complimentary	Complimentary	Complimentary	Complimentary
Restaurants	Generations	Dancing Bears, The Den	No	MacKenzie's	The Bistro
Business Center	Yes	Yes	Yes	Yes	Yes
Fitness Center	Yes	Yes	Yes	Yes	Yes
Pool	Yes	Yes	Yes	Yes	Yes
Pets (Dogs)	Yes	Yes	Service animals only	Yes	Yes
Parking (Complimentary)	Self parking, some covered parking available	Self Parking	Self Parking	Self Parking	Self Parking
Amenities	Mini-refrigerators, microwaves, whirlpool, sauna, Platinum Certified for Green initiatives	Mini-refrigerators, microwaves upon request, Day Spa, Eco-friendly, complimentary beverages & cookies in Lobby (afternoon)	Mini-refrigerators, microwaves, complimentary breakfast, whirlpool, pantry market, laundry	Mini-refrigerators, microwaves, whirlpool	Mini-refrigerators, microwave in lobby, 24 hr. market pantry, whirlpool

*A room rate increase applies for lake side rooms at the Golden Arrow