

International Convention Check list

The following is a checklist to help your local ensure your International Convention Credentials, Certification paperwork, Delegates/ Alternates Travel and Housing arrangements are submitted prior to the deadline(s).

- Immediately following the local elections please email Council 28 with the list of your elected Delegates/Alternates. SueK@wfse.org and EmilyR@wfse.org.
- Include the approved dates of travel
- At that time let us know if your local is sending all Alternates
- Complete, sign and send in Local Expense Authorization Form along with a check for 50% of the housing.
- Complete Travel- see reverse
 1. Inform Council if your local is making arrangements for Delegates/Alternates or if the local is directing Delegates/Alternates to make their own. This helps us help you.
 2. Council 28 is available for assistance if needed. Contact SueK@wfse.org and EmilyR@wfse.org. Requests for assistance must be received by June 1, 2018.
- Delegate/ Alternate name and T- Shirt sizes – Council is purchasing the AFSCME PEOPLE Convention shirt for Convention Delegates and Alternates attending.

Member Name	T- Shirt Size
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Housing Information International Convention

Please read carefully as this is a new way of making your housing reservation.

The International is requiring that all housing requests for Convention be done through a new registration system called CVENT linked at <https://2018.AFSCME.org>.

You'll find step by step instructions in the convention call. **EACH CONVENTION ATTENDEE WILL NEED TO INDIVIDUALLY REGISTER FOR THEIR HOUSING.**

AFSCME MEMBER NUMBER: Members will need their AFSCME Member Number in order to request housing. NO EXCEPTIONS. If you need your member number please contact Emily Roberts at 360-352-7603 or Sue Keller for assistance Emilyr@wfse.org or Sue@wfse.org

ROOMMATES: ALL members sharing a room will need to individually register but only one will need to answer the questions regarding the accommodations.

PAYMENT: All hotel rooms for Council 28 participants will be direct billed to the Councils hotel account. In the payment section of the housing process, please indicate **check payment with check number 9999**. This code tells the system that this a direct bill for Council 28. (The Council will bill locals after the event)

If you have any questions on International Convention process, paperwork, travel arrangements please feel free to reach out to:

Emily Roberts (emilyr@wfse.org) or Sue Keller (suek@wfse.org) at 360-352-7603.