

ARBITRATION ADVOCACY TRAINING

When	Sunday, February 28 through Sunday, March 6, 2016. Students must be present for the entire training and must participate in a mock arbitration case on Saturday, March 5. <u>Classes will start promptly on Monday at 8:30 a.m.</u> A Graduation Dinner will be held after arbitration on Saturday. No classes will be held on Sunday.
Where	Maritime Institute Hotel located at 692 Maritime Boulevard, Linthicum Heights, Maryland 21090. The hotel is located at the rear of the conference center with a red canopy at the entrance.
Program	The program is designed to provide an in-depth knowledge of the techniques needed to effectively prepare a case for arbitration.
Prerequisite	To attend the course, APWU members must provide a letter from their local or state president (on local or state letterhead) that authorizes their attendance.
Instructors	Training is provided by APWU National officers and staff.
Curriculum	The curriculum includes: Introduction to Arbitration; Preparing the Case; Identifying and Framing Issues; Threshold Issues; Exhibits and Stipulations; Opening and Closing Statements; Rules of Evidence; Objections, and Direct and Cross Examinations.
Hotel Reservations	To make hotel reservations, call 1 (410) 859-5700, next dial 0 to be connected to the hotel. To secure the negotiated rate, of \$139.00 per night for single and \$185.00 for double occupancy , plus 13% taxes, identify yourself as attending the American Postal Workers Union's Arbitration Advocacy Training and register by the <u>Friday, January 29, 2016 deadline</u> . Check-in time is 4:00 p.m. and check-out time is 11:00 a.m. The hotel requires a major credit card for payment of room and taxes in advance.
Meals Included	Both breakfast and dinner are included in the hotel room rate. Breakfast is served in the dining hall from 7:00 a.m.-9:00 a.m. and dinner from 5:00 p.m.-7:00 p.m.
Airport	Fly into Baltimore-Washington International Airport (BWI). Once you claim your luggage, call 1 (410) 859-5700, next dial 0 to be connected to the hotel and they will send a shuttle to pick you up from the airport and tell you where to meet the driver.
Additional Hotel Fees	<i>An early departure fee of \$50.00 plus taxes will be charged to guest checking out prior to their confirmed check-out date.</i>
Arrival/Departure	Participants should arrive at the hotel on Sunday, February 28 and depart on Sunday, March 6, 2016.
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.</u>
Registration Deadline/Fee	The deadline to register to attend the conference is <u>Friday, January 29, 2016</u>. The registration fee is \$450 per person and includes materials, coffee breaks, and lunch each day. All participants must pre-register prior to the deadline. <u>No Walk-ins Will Be Permitted!</u>
Conference Registration	Participants must pick up their conference materials and badges during the opening session <u>on Monday, February 29, at 8:00 a.m.</u>
Parking	Parking is complimentary for hotel guests.
Special Note	In addition to daily classes, participants will be required to work with their assigned teams during evening hours to prepare a mock arbitration case for presentation on Saturday, March 5 and will have both group and individual homework assignments. <i>Therefore, all participants should reside at the hotel.</i>
Additional Information	For additional information, contact Joyce B. Robinson, Director Research & Education at 1(202) 842-4225.

REGISTRATION FORM

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	
Office Held in Local/State	
Arbitration Experience (Please check one)	<input type="checkbox"/> I have no arbitration experience <input type="checkbox"/> I have served as a TA on cases <input type="checkbox"/> I have served as a witness on cases <input type="checkbox"/> I have arbitrated more than 3 cases
SPECIAL NOTE: <i>To attend the training, APWU members must provide a letter from their local/state president (on local or state letterhead) authorizing their attendance.</i>	
<p><u>To Register:</u></p> <p><i>Return this Registration Form along with a check or money order <u>for \$450.00</u> payable to “Arbitration Advocacy Training,” <u>by Friday, January 29, 2016</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>	