

ARBITRATION ADVOCACY TRAINING

(August 28 - September 4, 2022)

Deadline to Register is Friday, July 22, 2022

Objective and Prerequisite	The training is designed to provide an in-depth knowledge of the techniques needed to effectively prepare a case for arbitration. To attend the training, APWU members must provide, with this registration form, a letter from their local/state president (on local or state letterhead) authorizing their attendance.
Curriculum and Instructors	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. Training is provided by National officers and staff.
Arrival Departure	Participants should arrive at the hotel on Sunday, August 28 and depart on Sunday, September 4. <i>A Graduation Dinner will be held after arbitration on Saturday evening. No classes will be held on Sunday on the day of arrival or departure.</i>
Where	Maritime Conference Center Hotel located at 692 Maritime Boulevard, Linthicum Heights, Maryland. The hotel is located at the rear of the conference center with a red canopy.
Hotel Reservations	To make hotel reservations, call <i>1 (410) 859-5700, next press 7</i> to be connected to the hotel. Identify yourself as attending the American Postal Workers Union's Arbitration Advocacy Training to secure the negotiated rate of <i>\$165.00 per night for single and \$210.00 for double occupancy</i> , plus 13% taxes. Register by the <i>Friday, July 22, 2022 deadline</i> . Check-in time is 4:00 p.m. and check-out time is 11:00 a.m. The hotel requires one night's lodging in advance by a major credit card. To receive a refund, cancel reservations 72 hours prior to the scheduled arrival date. Request a cancellation number.
Additional Hotel Fees	<i>An early departure fee of one night's lodging plus taxes will be charged to guest checking out prior to their confirmed check-out date.</i>
Airport and Shuttle Service	Fly into Baltimore-Washington International Airport (BWI). Once you claim your luggage, call <i>1 (410) 859-5700, next dial 0</i> to be connected to the hotel and they will tell you where to meet the driver and send a complimentary shuttle to pick you up from the airport. <i>Shuttle Service is available only on Sunday, August 28 and Sunday, September 4 from 7:00 am- 8:00 pm.</i>

Parking	Parking is complimentary for hotel guests.
Meals Included	Breakfast and dinner are included in the hotel room rate and guest will receive meal coupons. <i>If two guests occupy a room, they must pay the rate for double occupancy.</i>
Registration Deadline and Fee	<i>The deadline to register to attend the conference is <u>Friday, July 22, 2022</u>. All participants must pre-register prior to the deadline. <u>No Walk-ins Will Be Permitted!</u></i> The registration fee is \$500.00 per person and covers material, lunch, and coffee breaks Monday through Saturday and a graduation dinner for registered attendees ONLY!
Space is Limited	<i><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 Your Registration Has Been Approved.</u></i>
Conference Material	Pickup conference material at the Registration Desk on Monday between 8:30 a.m. - 8:45 a.m. <i>Classes will start promptly on Monday at 9:00 a.m. Do Not Be Late!</i>
Special Notes	<ol style="list-style-type: none"> 1. To attend the training, <i>participants must fill out the attached COVID-19 Liability Waiver and Assumption of Risk Form</i> and are expected to comply with all COVID 19 Restrictions in place during the time the training is being held. This includes but is not limited to wearing a mask. 2. In addition to daily classes, participants will be required to work with their assigned teams during evening hours to prepare a mock arbitration case and will have both group and individual homework assignments. <i>Therefore, all participants should reside at the hotel.</i> 3. Students must be present for the entire training and must participate in a mock arbitration case on Saturday, September 3.
Additional Information	For additional information, contact Joyce B. Robinson, Director Research & Education at 1(202) 842-4225.

(Attached below are the Registration Form and the COVID-19 Liability Waiver and Assumption of Risk Form. Please complete both forms and mail them along with your check and a letter from your local/state president (on local or state letterhead) authorizing your attendance.)

REGISTRATION FORM

Name (Please Print)	
USPS Identification Number	
Address	
City	
State	
Zip Code	
Cell 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: *To attend the training, APWU members must provide, with this registration form, a letter from their local/state president (on local or state letterhead) authorizing their attendance. They must also submit the completed COVID-19 Liability Waiver and Assumption of Risk Form and mail it along with their Registration Form and registration fee.*

To Register:
Return this Registration Form along with a check or money order for \$500.00 payable to Arbitration Advocacy Training by Friday, July 22, 2022.
Mail to: Joyce B. Robinson, Director Research & Education
1300 L Street, NW, Washington, DC 20005

For additional information, call 1(202) 842-4225
 Joyce B. Robinson, Director Research & Education

COVID-19 Liability Waiver and Assumption of Risk Form

By registering for and attending the American Postal Workers Union's (APWU) Arbitration Advocacy Training, I agree to abide by all health and safety guidelines and recommendations declared by federal, state and local government agencies. This includes, but is not limited to, submitting to restrictions set in place during the APWU Arbitration Advocacy Training that may consist of wearing a mask when required and engaging in appropriate physical distancing. By signing this COVID-19 Liability Waiver and Assumption of Risk Form, I acknowledge the following:

1. I am aware that coronavirus ("COVID-19") is an extremely contagious virus and that it is currently believed that COVID-19 spreads through person-to-person contact. I voluntarily assume the risk that I may be exposed to or infected by COVID-19 at the APWU Arbitration Advocacy Training.
2. I acknowledge and understand the CDC guidelines are regularly modified and updated. I accept full responsibility for familiarizing myself with the most recent updates located at <https://www.coronavirus.gov>. In addition to the CDC guidelines, I agree to abide by any and all policies at the Maritime Conference Center (MCC) relating to COVID 19.
3. In the event that I suspect that I may have been exposed to or infected by COVID-19 at the APWU Arbitration Advocacy Training and I elect to seek testing and/or treatment as a result, I will be responsible for payment of any and all medical services and testing services.
4. I will not attend the APWU Arbitration Advocacy Training if I become ill or if I am exposed to the COVID-19 within 7 days prior to the event.
5. If I experience COVID-19 symptoms during the Arbitration Advocacy Training, I will leave the event.
6. I voluntarily, choose to assume all of the foregoing risks and accept sole responsibility for any injury, illness, permanent disability, or death related to COVID-19 arising from or in connection with my presence at APWU Arbitration Advocacy Training.

I hereby release and hold harmless the APWU, their employees, agents, directors, officers and representatives and other participants from and against all liabilities (statutory or otherwise) for claims, suits, demands, judgments, costs, interest and expense (including but not limited to attorney's fees and disbursements) for injury, illness, permanent disability, or death related to COVID-19 arising from or in connection with my presence at the APWU Arbitration Advocacy Training.

I have read and fully understand this COVID-19 Liability Waiver and Assumption of Risk Form and I am aware that by signing below I may be waiving certain legal rights, including the right to sue.

Print Name

Signature and Date