

RA 2018 – Minneapolis/St. Paul

FEA Delegate Communication #5

FORGET ANYTHING?

This is the fifth delegates' update we've sent you this spring. It's a lot to keep track of, we know. If you need to refer back to a previous update, you can find all of them along with other links and resources by going to

www.feaonline.org/members/RAdelegates.htm

NEW DELEGATE TRAINING

Being a first-time delegate can be overwhelming. We will hold an informal training session for new delegates the afternoon of June 30, immediately after the conclusion of the FEA Annual Membership Meeting. At this meeting, we will walk you through some of the major activities you'll participate in at the NEA-RA and give you a chance to ask any questions you have. If you are a new delegate, please plan to attend. (but feel free to send any questions you have before then to Gary at ghritz@nea.org)

PRE-REGISTRATION EMAIL COMING FROM NEA

ALL delegates must pre-register themselves and their guests directly into NEA's Cvent system before the first day of registration for the RA in Minneapolis begins on June 30th. NEA will send each delegate an email on or around June 1, 2018, inviting you to register yourself as a delegate, and to register any guests you will have, by clicking on a link within the body of the email. NEA will include your individual membership ID number in the body of the email it sends to you. You will use this number to register yourself in the Cvent system. You will use your personal email address to register your guests.

The registration process is very simple: you will click on the link to register yourself (or the link to register your guests, if applicable) and then fill in the information requested on the Cvent site to complete your reservation. Once finished, you will receive a confirmation email. That email will include a QR Code. You should bring a printed copy of that email and QR code (or have it stored on your cell phone or other electronic device) so you can scan the QR code at the RA registration area in Minneapolis and pick up your delegate packet, which will include the name badge you will need to access the RA hall throughout the meeting in Minneapolis. You'll also need to have a photo ID with you in Minneapolis to verify your identity.

The email you will receive will explain this process in detail. For now, just remember these things:

1. Be on the lookout for the registration email from NEA on or around June 1
2. Use the links contained in the email to pre-register yourself as a delegate and any guests you'll want to bring to the RA
3. After pre-registering, print and keep the confirmation email you receive with your QR code (and/or keep that confirmation email handy on an electronic device when you get to Minneapolis for the RA)

First-time Delegates, please note: NEA will provide us with buses daily between our hotel in St. Paul and the convention center in Minneapolis where the NEA-RA (including registration) will take place. You will be guided every step of the way and our veteran delegates will make sure you know where to go and what to do throughout the week. It all sounds like a lot to deal with, but we'll make sure you're taken care of!

A note on cell phone info: The Cvent registration system does require a cell phone number to be provided so that NEA can send delegates special updates/alerts during the RA in Minneapolis. If you do not have a cell phone that will work in the U.S., or if you don't want to receive texts, just enter either a home number or make up a fake number to get past this required field. Please note, however, that the permission you are granting NEA to send you texts only applies to your time at the RA, so you will not be permanently placed on any mailing lists.

What if I don't receive this email from NEA?

If you don't receive the pre-registration email from NEA by June 5, please let Gary know at ghritz@nea.org so he can inform NEA. The message may be from NEA or from NEA staff member Doug Snow and it should come to the same e-mail address at which you receive news and updates from FEA and NEA.

Don't worry! If you don't receive the email or if you are unable to complete the pre-registration process for some reason you can still register at the meeting in Minneapolis. However, you will have a longer wait in line to do so. The pre-registration system is used, in part, to speed up the registration process.

GOING GREEN

FEA has signed all our delegates up to be "Green" delegates. This means, rather than receive meeting information in the form of a printed packet, you will access materials via the NEA website at <https://ra.nea.org/delegate-resources/>. Doing so reduces the amount of "stuff" you need to physically carry around with you during the week but in no way decreases the amount of information you'll receive on the issues to be discussed and debated at the RA. You can visit that website at any time to start viewing materials that are already available. More will be added in the weeks ahead.

SINGERS WANTED

We are looking for two delegates – one female and one male – to sing as part of a “surprise” performance at the RA. Who are you surprising? We have no idea, but that’s what they’re calling it. NEA has provided no information about the type of music to be sung but has said there will be a bit of movement/choreography, so be ready to gyrate a little. NEA will contact all the participants to set up rehearsal times, provide song details and get your t-shirt size for the free shirt you’ll apparently be getting if you participate.

We need to submit two names by early June. Anyone who is willing and interested in singing as part of this performance, please Gary and email by June 4 expressing your willingness. If we receive more than one volunteer for each spot, we’ll put names in a hat and select a winner.

New delegates: you are encouraged to put your name forth if you are interested. Participating will not interfere with your regular duties as an RA delegate. Things like this are a nice way to meet delegates from other states and have another unique experience at the RA.

Please send Gary a message ASAP (but no later than June 4) if you’re interested:
ghritz@nea.org

REMINDERS

State Contacts

If you read our RA Delegate Update #3 earlier this month (available at http://www.feaonline.org/media/ra/RA_2018_Minneapolis_3.pdf) you’ll recall the information about each of our delegates being assigned two or more other states for which you will serve as a state contact. This is done for purposes of networking among the states, sharing information on topics of concern, and to promote friendships with your fellow Association members from other states. FEA will send out the list of state contact assignments next week. If you have a particular fondness for any states, send your top 4 or 5 states to Gary at ghritz@nea.org and we’ll do our best to accommodate everyone’s (especially new delegates’) preferences.

HCR Awards

If you would like a ticket to the July 1 NEA Human and Civil Rights Awards reception and awards program, please email Gary at ghritz@nea.org. Tickets are free for first-time delegates and anyone serving as an HCR coordinator at any level of the association. For everyone else, tickets are \$35. Your ticket gets you into the HCR reception at 5:30pm (where you can purchase food and drinks) and then into the HCR awards program (which, in a change from past years, will NOT be a dinner program – no food will be served at the awards program). Dress is “cocktail formal” and transportation will be provided between our hotel and the Minneapolis

Convention Center, where the awards program will take place. We do still have extra tickets available for \$35 each if you have any guests you would like to bring. Please email Gary to reserve your ticket(s).

YOUR TO DO LIST

1. Be on the lookout for an email from NEA (or NEA staffer Doug Snow) on or around June 1 with a link for you to use in order to pre-register for the NEA-RA. See explanation above.
2. Make your travel plans to arrive in Minneapolis/St Paul by June 28. See past updates at <http://www.feaonline.org/members/RAdelegates.htm> for travel info and advice.
3. Remember the FEA MAC/HCR meeting the evening of June 28 (see calendar of events later in this update).
4. Let Gary know (ghritz@nea.org) if you want to attend the NEA Human and Civil Rights Awards program on July 1 and how many tickets you want (\$35 each unless you are a first-time delegate or an HCR Coordinator – pay by cash or check when you get to St. Paul).
5. If you have any preferences for the states you are assigned as a state contact during the NEA-RA, let Gary know (ghritz@nea.org). The list of assignments will be sent out next week.
6. *If you choose to do so:* purchase (or make) a small gift item for your state contacts, whom you will network with over the course of the RA to share information on pending issues before the RA body. As explained in previous updates, such gift items are totally optional and are usually just something small and easily transportable (or easy to eat while your contact is sitting in the meetings all day).
7. Please try to keep your evening free on June 29 for the AFSPA reception. They go all out for FEA delegates so we'd like to have a full house for them.
8. *If you choose to do so:* purchase (or perhaps make) two nice items to be auctioned off to your fellow FEA delegates to raise money for the NEA Fund for Children and Public Education. See delegate update #4 for more information (but do not view that update while on government time or property or while using a government-owned computer or e-mail account).
9. Go to <https://ra.nea.org/delegate-resources/> to start viewing materials and information about the NEA-RA, including proposed amendments to the NEA Constitution and By-laws and profiles of candidates for NEA offices. You'll also find information on the city of Minneapolis and travel information within the area. More information will continue to be posted to this page as the RA approaches.
10. To view past FEA Delegates' updates and other information, go to <http://www.feaonline.org/members/RAdelegates.htm>

SENDING STUFF TO THE HOTEL

Yes, you can mail boxes to the hotel in advance so that you don't have to carry as much with you. To do so, you must address your package EXACTLY as shown below (including the reference to the FEA meeting, spaced a bit below the mailing address, and the number of boxes you are sending).

Hold For Guest: (Guest Name)
InterContinental Hotel
11 Kellogg Blvd East
St Paul, MN 55101

Federal Education Association meeting
Box # ___ of ___

We realize it is very difficult to guess delivery times, particularly for those of you who may send packages from overseas locations, but **please try as best you can to estimate delivery so that your package arrives at the hotel no more than a week prior to your arrival** (if you can request delivery on or just before your arrival date, that would be even better). Hotels have a limited amount of space available to store packages for guests, so things that arrive too far in advance may be lost or sent back by the hotel due to a lack of long-term storage room.

The Agenda At A Glance:

All FEA events to be held at The InterContinental Hotel, 11 Kellogg Boulevard East, St Paul, MN, 55101-1005.

All NEA events to be held at the Minneapolis Convention Center (NEA will provide transportation for all delegates between our hotel and the convention center)

June 28

- 5:30pm – 8:30pm – Diversity training session hosted by FEA Human & Civil Rights Department – InterContinental Hotel in State 1&2 rooms
A light buffet of soup, salads and sandwiches will be available between 5:30 and 6:30 for delegates who attend. The meeting and training session will begin at 6:30pm and last until about 8:30pm. (Delegates and Association members only, please.)

June 29

- 8am-5pm – FEA Annual Membership Meeting – InterContinental Hotel, Kellogg 1&2 on lobby level of hotel

- 6pm-8pm – American Foreign Service Protective Association (AFSPA) Reception for FEA Delegates and guests. Light hors d’oeuvres and an open bar will be provided – InterContinental Hotel, Great River Ballroom #2, second floor. (Family members and guests are welcome to attend)

June 30

- 8am-1pm – FEA Annual Membership Meeting – InterContinental Hotel, Kellogg 1&2
- 1:30pm-3pm – FEA Delegate Caucus Meeting – InterContinental Hotel, Kellogg 1&2

July 1*

- 8am-9am – FEA Delegate Caucus Meeting – InterContinental Hotel, Kellogg 1&2
- 9am-5pm – Delegate Registration and NEA Expo, Minneapolis Convention Center (transportation provided)
- 5:30pm-10pm – NEA HCR Awards Dinner – Minneapolis Convention Center (transportation provided). You must RSVP to get a ticket for this dinner. The event is cocktail formal, so dress sharp.

July 2*

- 7am-9am – FEA Delegate Caucus Meeting – InterContinental Hotel, Kellogg 1&2
- 10:30am-6pm – NEA Representative Assembly – Minneapolis Convention Center (transportation provided)

July 3*

- 7am-9am – FEA Delegate Caucus Meeting – InterContinental Hotel, Kellogg 1&2
- 10:00am-6pm – NEA Representative Assembly – Minneapolis Convention Center (transportation provided)
- 6:00pm-midnight – NEA GLBT Caucus Dinner and Dance – Renaissance Minneapolis Hotel – tickets were sold through Michael Priser (delegates will be responsible for arranging their own transportation to this event)

July 4*

- 7am-9am – FEA Delegate Caucus Meeting – InterContinental Hotel, Kellogg 1&2
- 10:00am-6pm – NEA Representative Assembly – Minneapolis Convention Center (transportation provided)

July 5*

- 7am-9am – FEA Delegate Caucus Meeting – InterContinental Hotel, Kellogg 1&2
- 10:00am until whenever the meeting ends – NEA Representative Assembly – Minneapolis Convention Center (transportation provided)

**Delegates will be provided with a voucher good for breakfast in the hotel’s restaurant on the dates with asterisks (July 1-5). The restaurant opens at 6:30am. Please plan to eat prior to the start of our caucus*

meeting each morning. No other meals will be provided except where noted in the above agenda.

***Questions about any aspect of the FEA/NEA meetings?
Please contact Gary Hritz at ghritz@nea.org or 202-822-7855***