

Participant Registration Form
William W. Winpisinger Education and Technology Center

Flight Attendant's Conference
May 11 - 14, 2010

Mandatory - The following information must be filled in

Full Legal Name (as printed on your ID)

First Name: _____ Middle Name: _____

Last Name: _____ Date of Birth: _____

Title: _____ Local Lodge: _____ District Lodge: _____

Employer: _____ Base: _____

Gender: _____ Territory: _____

Mailing Address: _____

City: _____ Province/
State: _____ Postal Code/
Zip Code: _____

Home Phone: _____ - _____ Work Phone: _____ - _____

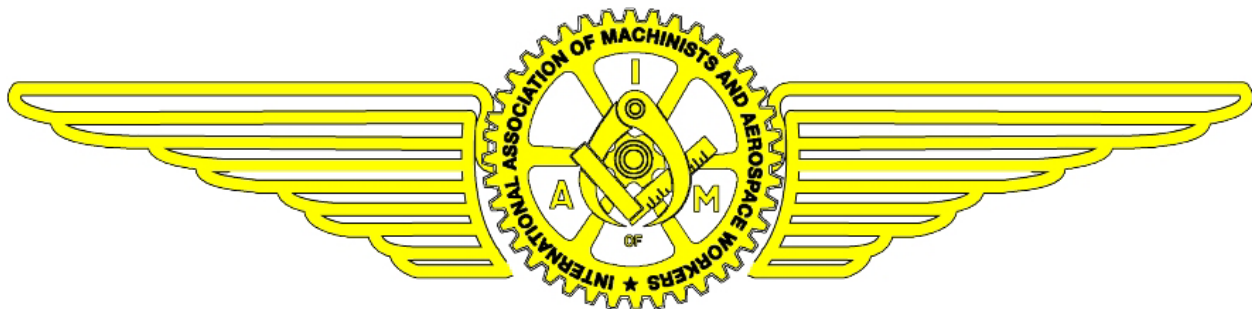
Cell Number: _____ - _____ Fax Number: _____ - _____

E-Mail Address: _____

Last 4 digits of SSN/SIN: _____ IAM Book No.: _____

**Fax Participant Registration Form and Program
Reservation/Travel Information Request to 816-455-4793.**

**If you have any questions, please contact Randy Hatfield at
330-329-7177.**



PROGRAM RESERVATION/TRAVEL INFORMATION REQUEST

Flight Attendant's Conference

Complete and Return this form to:
Randy Hatfield
FAX: **816-455-4793**

Office Use Only
Date Rec'd _____
Reg Add ____ Trv ____

Return form by **April 23, 2010** regardless of mode of transportation to reserve your seat in the class. Forms returned later than this date may forfeit class placement.

PARTICIPANT'S NAME: _____

MODE OF TRANSPORTATION (check all that apply):

- Flying using a airline pass.** I will be responsible for obtaining my own pass.
 - BWI Airport** – W3 Depot
 - DCA Airport** – US Air Shuttle – 2nd Curb
 - Dulles Airport** – Arrival level at Continental - gather outside terminal

If you are flying, check one of the boxes below:

- Reserve a seat** on bus for me and _____ additional seats for family members.
* (Please see note on previous page)
- Renting a car at airport**
- Driving from home.** Check in as early as 2:00 p.m., but no later than 5:00 p.m.
I will be sharing a ride with _____ from my Local Lodge.

GUEST INFORMATION: *Open to participants and immediate family only.* The cost is as follows (check appropriate line):

- _____ Spouse (same room with participant) - \$25.00 per day
- _____ Spouse and _____ children: Ages _____ (limited to 3 children in the same room with participant) - \$35.00 per day
- _____ Extra Room - \$60.00 per day.

If the Center cannot accommodate spouse and/or children, we will notify you by phone. Otherwise consider the reservation for rooms at the Education Center to be confirmed.

EMERGENCY INFORMATION:

Person to contact in case of an Emergency: _____ Relationship: _____

Home Phone: (____) _____ Work Phone: (____) _____ Ext. ____ Supervisor: _____

Prescription Medication : _____

Physician Name: _____ Phone Number: (____) _____

Are there any special medical needs you may have during your stay? Yes _____ No _____

If yes, how may we assist you? _____

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CHECK IN AND COST

- IAM members are housed in the Center's dormitory. There is no charge for rooms, meals, tuition, study materials or refreshments unless you bring a guest.
- Most participants find that about \$100.00 in spending money is enough for cab fare, souvenirs, and gratuities.
- Drivers may check in as early as 2:00 p.m. on Monday, May 10, 2010.

TRAVEL

Arrival:



- Participants from Air Transport lodges are expected to travel on airline furnished passes unless they don't work directly for an airline.
- **Travel will be on Monday, May 10, 2010 for arrival at BWI** (Baltimore-Washington International Airport), **DCA** (Reagan National Airport) or **Dulles Airport**. The Winpisinger Center's shuttle bus will provide transportation for all participants from the **W3 Depot, DCA, or Dulles** at 8:00 p.m. **This is the only transportation that is available free of charge for members – please note on the PROGRAM RESERVATION/TRAVEL INFORMATION REQUEST form which airport you will be traveling to. There is no facility to wait for the W3 bus if you are traveling to DCA or Dulles.**
- When you arrive at BWI Airport (Baltimore-Washington International Airport) claim your luggage on the lower level. Go outside at door #14 and cross to the second (2nd) curb to wait for the W3 vehicle. The W3 vehicle will be clearly marked with the IAM logo on the sides. The W3 vehicle will take you from BWI to the W3 Depot.
- It is recommended that you have something to eat before leaving the secured area of the airport. Once you leave the secured area your food options are very limited. Carry out menus are also available at the W3 Depot for food delivery. We only provide light snacks at the Depot.
- The W3 vehicle runs every half hour from 4:00 - 8:00 pm. If you miss the vehicle, don't panic and stay where you are, it will come back shortly.
- The W3 Depot is open from 4:00 to 8:30 pm. The address is:
 - AFCO Cargo BWI II LLC Facility, Cargo Building F, Suite 1400
 - North Cargo Complex
 - Baltimore-Washington International Airport
 - Baltimore, Maryland
 - 301-997-8839**
- At the W3 Depot there will be a place for you to wait. TV and Wi-Fi hookup are available.
- The W3 Bus will depart from the W3 Depot promptly at 8:30 pm to arrive at William W. Winpisinger Education & Technology Center approximately 10:00 pm. This is the only transportation that is provided to the center. In the event you have a flight delay, contact the Winpisinger Center at (301) 373-3300 and give your flight information and reason for delay to the guard.
- Pick up from **Reagan National Airport** will be at the **US Air Shuttle at the second (2nd) curb**. The bus will arrive at 8:00 pm.
- Pick up from **Dulles Airport** will be at the **arrival level at Continental**. The bus will arrive at 8:00 pm.
- If you are charged for your luggage you will need to save your **original** receipts. Upon arrival at WWW you will receive a Baggage Reimbursement Form. You will need to have your **original** receipts to be reimbursed.
- Office hours at the Winpisinger Center are Monday – Friday, 8:00 a.m. – 4:00 p.m. Eastern Time and their telephone number is (301) 373-3300.
- If you indicate you are going to reserve a seat on the bus, it is essential that you use this seat. Based on participants' indications, we have sent two buses unnecessarily. This unnecessary scheduling costs your union an extra financial burden during a time of limited resources.

- Participants driving their personal cars will be reimbursed at the rate allowed by the IRS or an amount equal to a Super Saver airfare; whichever is less. **A reimbursement form will need to be filled out and turned in by Wednesday of the week you are attending class in order to be reimbursed.** Grand Lodge will disburse the travel reimbursement to the Local or District.
- Participants needing driving directions may call the center at (301) 373-3300.
- The limousine drivers of UTI United Transportation in Washington, D.C. are members of IAM&AW Local 340. If you need personal ground transportation while in Baltimore/Washington, D.C., please use this service at your own expense. Call 1-888-881-4443.





Departure:

- All participants are expected to arrive at BWI or DCA at approximately 1:00 p.m. Please make your flight arrangements anytime after 3:00 p.m. on Friday.
- Participants driving their personal cars must check out by 12:00 p.m. on Friday.

LODGING

-  There are times when availability of single rooms is impossible and you will be assigned to a room with another participant.
-  Charges for spouse and children (see Program Reservation/Travel Information Request Form) must be paid in full no later than Wednesday of the week of the program.

PROGRAM SCHEDULE

-  The bus from **W3 Depot, Reagan National Airport, and Dulles Airport** arrives at the Winpisinger Center at approximately 10:00 p.m. on Monday.
-  No meals will be served until breakfast on Tuesday morning.
-  Upon check-in you will receive a packet of information concerning the Program. Please carefully review the contents of the packet and complete the enclosed forms.
-  Classes are scheduled from 8:00 a.m. each day. Participants are expected to take part in all sessions during the week. **Due to our short program, late arrivals, or early departures, disrupt the program and, therefore, will not be accepted.**

WHAT TO BRING

- Informal sport clothes and shoes will be suitable for the classroom.
- Please allow space in your luggage for class materials.
- Credit cards are not accepted.

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