

## MEMO

**TO:** NEA Representative Assembly (RA) delegates

**FROM:** Elizabeth Antonopoulos, Mike Lydick, CEA Staff Liaisons, RA Planning Committee, Jean Dwyer, CEA Assistant Bookkeeper/Meeting Planner

**RE:** *Web site Information/Registration Procedures for NEA RA*

**DATE:** April 9, 2009

### Connecticut Education Association

#### Governance

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Sheila Cohen, Vice President  
Cheryl Prevost, Secretary  
Jeff Leake, Treasurer  
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**PLEASE REVIEW THIS MEMO CAREFULLY.** It includes **IMPORTANT INFORMATION** regarding **ONLINE** procedures/forms that local **and** state NEA RA delegates must submit prior to the All Delegates Meeting, **Monday, June 8, at the Aqua Turf Club in Southington.** *You can access this information 24/7 in the CEA **Members Only** area at [www.cea.org/neara](http://www.cea.org/neara).*

***See enclosed sheet for new login procedures to access CEA's **Members Only** area.***

### **Forms you must complete and submit online**

- ✓ **Emergency Medical Form:** *Submit to NEA via link at [www.cea.org/neara](http://www.cea.org/neara) or go directly to <https://hems.nea.org/emergencyinfo/updateinfo.cfm>. **ALL delegates MUST complete this form by Monday, June 1. (If you completed this form in previous years – 2006 through 2008 – you can review it online and make updates.)***
- ✓ **All Delegates/New Delegate Orientation Registrations:** Go to [www.cea.org](http://www.cea.org), find *Upcoming Events* (left side, under **CONFERENCES**) to register for the All Delegates Meeting. **Deadline: Monday, June 1.**
- ✓ **NEA RA Committee Sign Up:** To sign up for an NEA RA Committee, go to the NEA RA section on the CEA Web site. ([www.cea.org/neara](http://www.cea.org/neara)) **Deadline: Friday, May 22. Committee space is limited and filled on a first come, first-served basis.**

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## **HOW TO GET REIMBURSED FOR NEA RA TRANSPORTATION COSTS**

CEA will reimburse **all delegates** for transportation costs to San Diego for the NEA RA, **up to a maximum of \$325**. To be reimbursed, you must complete the Transportation Voucher Reimbursement Form at [www.cea.org/neara](http://www.cea.org/neara) and then *send it to CEA – either in the enclosed postage-paid envelope or by faxing to 860-725-6323, ATTN: CEA Bookkeeping.*

*A printed copy of the itinerary/receipt from your travel reservation (air, train, bus) with the **total cost must be included.** You must attach a copy of your travel/transportation receipts.*

You can also print a copy of the *CEA Airfare/Transportation Reimbursement Procedures/Ground Expenses Information* memo for state delegates. (See *Information to download & print* section below.)  
**State Delegates:** You will receive an advance check from CEA for ground expenses at the All Delegates Meeting on Monday, June 8. **Local Delegates:** You can use the ground expense information memo as a *guideline* for your local affiliate to use when it sets expense reimbursements for the 2009 NEA RA.

### **Other forms to download, print, and return to CEA -- IF NEEDED**

- ✓ *Local Delegate Registration & Successor Forms*
- ✓ *Local Delegate Status Change Form*

***(Both forms require local president's signature)***

### **Information to view, download, or print**

- ✓ *Login Instructions for [www.cea.org](http://www.cea.org) /List of CEA UniServ Representatives*
- ✓ *Airfare/Transportation Reimbursement Procedures/CEA Ground Expenses Information*
- ✓ **COMING SOON:** *Social Activities Information (sign-up & pay at All Delegates Meeting, Monday, June 8)*
- ✓ *2009 NEA RA Committee Descriptions*
- ✓ *Proposed Amendments to NEA RA Standing Rules, NEA Constitution, and Bylaws*
- ✓ *NEA Preliminary Resolutions Report Winter 2009*
- ✓ *Sheraton San Diego Hotel & Marina ([www.sheraton.com/sandiegomarina](http://www.sheraton.com/sandiegomarina))*
- ✓ *Guide for First-Time Delegates - Q&A booklet about the NEA RA*
- ✓ *Logistical Information -- NEA RA and San Diego*
- ✓ *List of Hotels Housing Other NEA RA State Delegations*
- ✓ *NEA RA Political Fundraising Details/Connecticut NEA Delegate Fund-raising procedures*
- ✓ *Role of State Contacts*
- ✓ *Local Delegate Allocation List*

## **HOTEL INFORMATION/MAKING YOUR RESERVATION**

The CEA delegate hotel is the Sheraton San Diego Hotel & Marina, 1380 Harbor Island Drive, San Diego, CA 92101/(P) 619.692.2262/(F) 619.692.2363/[www.sheraton.com/sandiegomarina](http://www.sheraton.com/sandiegomarina)

Rates: \$169 per room, per night, plus 12.656% tax (subject to change). **Credit cards are required to reserve a room.** *Credit cards will not be charged until departure.* **If you do not have a credit card to make the reservation, contact Elizabeth Antonopoulos, 860-725-6338, or [elizabetha@cea.org](mailto:elizabetha@cea.org).**

Cash or check-paying guests are required to make an advance deposit by check or money order for one night's room and tax. Upon arrival, cash or check-paying guests are expected to pay for the full cost of overnight accommodations **PLUS** a \$50 deposit per day of stay for incidental charges and/or room damage.

All reservations for the Sheraton San Diego Hotel & Marina must be made online **NO LATER THAN Friday, May 22** at [www.cea.org](http://www.cea.org). Go to *Upcoming Events* under **CONFERNCES** on left side of front page, then click on *2009 NEA RA*. **At that time, a rooming list will be sent to the hotel -- no additional room requests will be honored.**

Rooms are single or double occupancy (with another CEA Delegate). ***Should you prefer a room with two double beds and are not rooming with another CEA Delegate, please choose double occupancy and note under "Special Needs."***

Below is information regarding CEA's current hotel room reimbursement policy.

*Except for airfare, CEA only funds state delegate expenses. Based on the adopted 2008-09 CEA Strategic Plan and Budget, the rate of reimbursement for NEARA state delegates for 2009 is as follows:*

*Lodging for ½ double room rate (\$190.39 / 2)  
(including tax) of \$95.20 times seven nights:           \$666.40*

Please note on your online room registration if you would like a single or double room. If you know your roommate's name, enter it under *Roommate Request*. If you do not have a roommate, but would like one, please note *Prefer Roommate* under *Roommate Request* and CEA will do its best to match you by gender with someone with similar travel dates.

***Please note: CEA does NOT guarantee that you will have a roommate for your entire stay and therefore you will be responsible for the potential additional room cost.***

**INFORMATION ABOUT NEA EMERGENCY MEDICAL ONLINE FORM**

Emergency information must be submitted online **to NEA** no later than **Monday, June 1**. **All emergency contact and medical information must be entered or updated online at the following Web address: <https://hems.nea.org/emergencyinfo/updateinfo.cfm>. THIS INFORMATION WILL REMAIN CONFIDENTIAL & SECURE. (It may also be accessed through a link @ [www.cea.org/neara](http://www.cea.org/neara).)**

**You must register to use this NEA site.** Information will be saved and can be updated thereafter using the logon which you have created. **An e-mail address is required** (it will be designated as your unique username). **FOR THIS NEA SITE ONLY:** If you do not have an e-mail address, you can use **firstname.lastname@nomail** (substituting your first and last name). However, you will not be able to receive e-mail confirmation of your registration and changes. If you do not have Internet access, contact Elizabeth Antonopoulos: (860) 525-5641 or [elizabetha@cea.org](mailto:elizabetha@cea.org) as soon as possible.

This form provides CEA and NEA with vital emergency information in the event of a medical crisis or injury. It is in your best interest to complete and submit this form. **During the past several NEA RAs, a number of delegates suffered medical problems. Information provided on this form was vital to their treatment and future health.**

**ALL DELEGATES MEETING/NEW DELEGATE ORIENTATIONS**

The first meeting of the Connecticut delegation is **Monday, June 8**, at the Aqua Turf Club in Southington. *Please register by going to [www.cea.org](http://www.cea.org), under Upcoming Events. YOU MUST REGISTER NO LATER THAN MONDAY, JUNE 1.*

**Advance reservations for meals are required for the All Delegates Meeting and BOTH Southington and San Diego NEW delegate orientation sessions.**

If you are a **NEW** delegate, please mark the appropriate box to indicate whether or not you will be attending the **two (2) NEW** delegate orientation sessions that CEA will hold – a brief welcome session in *Southington* and a comprehensive two-hour session (*with breakfast included at no additional cost*) in *San Diego on Wednesday, July 1, at the Sheraton San Diego Hotel & Marina.* Registration for the new delegate orientation begins at 8 a.m., with the orientation session starting at 8:30 a.m. *The first onsite caucus for CEA delegates follows immediately after the new delegate orientation at 11 a.m. in a separate room at the hotel.* **(Please check with hotel for both room locations when you check-in.)**

**Questions: E-mail: Elizabeth Antonopoulos ([elizabetha@cea.org](mailto:elizabetha@cea.org)), Mike Lydick ([mikel@cea.org](mailto:mikel@cea.org)), Jean Dwyer ([jeand@cea.org](mailto:jeand@cea.org))/Phone: 1-800-842-4316/860-525-5641**