

Participant Registration Form  
William W. Winpisinger Education and Technology Center

IAM/NFFE FD1 Young Federal Leaders Program  
June 15 – 17, 2014

**Mandatory - The following information must be filled in**



**Full Legal Name** (as printed on your ID)

**Verify your name is as it appears on your Driver's License or Passport that you are presenting as identification at the airport.**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Nick Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Title: \_\_\_\_\_ Local Lodge: \_\_\_\_\_ District Lodge: \_\_\_\_\_

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 to 202-898-1861 by May 9, 2014.**

**If you have any questions, please contact Kalia Vang at 202-216-4420.**

**PROGRAM RESERVATION/TRAVEL INFORMATION REQUEST**

**IAM/NFFE FD1 Young Federal Leaders Program**

**June 15 – 17, 2014**

<b>Office Use Only</b>	
Date Rec'd _____	
Reg Add _____ Trv _____	
Metro _____	
Confirm _____	

<p><b>Complete and Return this form to:</b>  <b>Kalia Vang</b>  <b>FAX: 202-898-1861 or Email: kvang@nffe.org</b></p>
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Return form by **May 9, 2014** regardless of mode of transportation to reserve **your seat in the class**. Forms returned later than this date may forfeit class placement. *Please ensure time off of work has been approved before returning this form.*

**PARTICIPANT'S NAME:** \_\_\_\_\_

**MODE OF TRANSPORTATION** (check all that apply):

1. \_\_\_\_\_ **Flying and need to purchase a ticket.** Bus transportation will be provided from the **W3 Depot at BWI**. You must be at the **W3 Depot** before 8:00 p.m. on Saturday. There will be no bus service on Sunday. **Complete the following page.**
2. \_\_\_\_\_ **Flying using a work pass.** No ticket needs to be purchased. I will be responsible for obtaining my own pass. (Transportation members only – **This form must be returned.**)

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

- Reserve a seat on the bus** for me and \_\_\_\_\_ additional seats for family members. (\*Please see note on the next page)
  - Renting a car at airport**
3. \_\_\_\_\_ **Driving from home.** Check in as early as 3:00 p.m. on Saturday. I will be SHARING a ride with \_\_\_\_\_ from my Local.

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

- \_\_\_\_\_ Guest (same room with participant) - \$30.00 per day
- \_\_\_\_\_ Guest and \_\_\_\_\_ children: Ages \_\_\_\_\_ (limited to 3 children in the same room with participant) - \$40.00 per day
- \_\_\_\_\_ Extra Room - \$70.00 per day.

**If the Center cannot accommodate guest 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? \_\_\_\_\_

IAM/NFFE FD1 Young Federal Leaders Program
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IMPORTANT INFORMATION, PLEASE READ CAREFULLY:

In order to process your airline ticket, you must fill out the required information below and return via fax or mail promptly. Transportation payment will be forfeited if this form is not received by May 9, 2014. You will receive an e-mail or call from Metropolitan Travel Services (MTS) to confirm your flight schedule. MTS will use e-mail as a primary contact method.

Information must be legible. Please use black ink. Use large print or type.



“Pull out your Driver’s License.”

Name \_\_\_\_\_ Verify your name is as it appears on government issued ID (i.e. Driver’s License, Passport) that you are presenting as identification at the airport. If your name is incorrect, you will be responsible for any charges.

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Local Lodge \_\_\_\_\_ Territory \_\_\_\_\_

Birthdate: \_\_\_\_\_

Clearly indicate where and when MTS can reach you to confirm your flights.

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_ Local Lodge Phone: (\_\_\_\_) \_\_\_\_\_

Best time to reach me: \_\_\_\_\_ at \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Departure City \_\_\_\_\_ Airport \_\_\_\_\_

Arrival Flight Date: June 14, 2014 Participants must arrive at BWI by 6:00 p.m.

Return Flight Date: June 17, 2014 Participants cannot leave BWI before 3:00 p.m.

Seat Preference: Aisle \_\_\_\_\_ Window \_\_\_\_\_

Will guest be traveling with you? Yes \_\_\_\_\_ No \_\_\_\_\_

Guest: \_\_\_\_\_ Child \_\_\_\_\_ Age \_\_\_\_\_

Child \_\_\_\_\_ Age \_\_\_\_\_ Child \_\_\_\_\_ Age \_\_\_\_\_

Child \_\_\_\_\_ Age \_\_\_\_\_ Child \_\_\_\_\_ Age \_\_\_\_\_

I will be traveling with \_\_\_\_\_ from my local, please arrange our flights together.

Beginning December 16, 2002 all landed immigrants in Canada must possess a valid passport and non-immigrant visa to enter the United States.

\* If you indicate you are going to reserve a seat on the bus, it is essential that you use this seat. Based on participant’s indications we have sent two buses unnecessarily. This unnecessary scheduling cost your union a lot of money during a time of limited resources.

# IAM/NFFE FD1 Young Federal Leaders Program

## June 15 – 17, 2014

### 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 \$150.00 in spending money is enough for donations, souvenirs, and gratuities.
- Drivers may check in as early as 3:00 p.m. on Saturday.

### TRAVEL – (For further details refer to Policy Letter dated October 21, 2005 regarding William W. Winpisinger Education and Technology Center Tuition and Transportation Subsidy and Curriculum.)





- All transportation (air or rail) is arranged and paid for by Grand Lodge through its designated travel agent for the participant.
- Participants from air transportation lodges are requested to travel on employer furnished passes.
- Travel will be on the Saturday preceding the function.
- 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 p.m. to arrive at William W. Winpisinger Education & Technology Center approximately 10:00 p.m. 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.
- If you indicate you are going to use the bus, it is essential that you do. Based on participant's indications we have sent two buses unnecessarily. This unnecessary scheduling cost your union a lot of money during a time of limited resources.
- 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.
- Drivers 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 Monday of the week you are attending class. Grand Lodge will disburse the travel reimbursement to the Local or District.
- 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.
- Return transportation for flyers will be provided to BWI Airport only on Tuesday morning. Air Transportation Lodges please make flight reservations anytime after 3:00 p.m. on Tuesday.
- Drivers must check out by 11:30 a.m. on Tuesday.
- Drivers needing directions please call (301) 373-3300.

- Office hours at the Winpisinger Center are 8:00 a.m. – 4:00 p.m. Eastern Standard Time, Monday – 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 guest and children (see Program Reservation/Travel Information Request Form) must be paid in full no later than Monday of the week of the program.

## **PROGRAM SCHEDULE**

-  The bus from **W3 Depot** arrives at the Winpisinger Center at approximately 10:00 p.m. on Saturday.
-  No meals will be served until brunch on Sunday morning from 9:00 – 11:00 a.m.
-  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. **Orientation begins at 11:00 a.m. on Sunday.**
-  Classes are scheduled from 8:00 a.m. each day. Participants are expected to take part in all sessions during the week. Late arrivals, or early departures, disrupt the program and, therefore, cannot 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.
- We do not have the ability to exchange Canadian money. Be sure to exchange any currency before you arrive in the Washington area.
- Beginning December 16, 2002 all landed immigrants in Canada must possess a valid passport and non-immigrant visa to enter the United States.
- We do not accept Credit cards.

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