



**BOLD, BRAVE, DETERMINED**

AFSCME 41st International Convention



JULY 14-18, 2014

**CHICAGO**  
ILLINOIS



# AFSCME 41st International Convention

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### Also included in this mailing:

- Delegate and Alternate Credential Forms
- Convention Credentials pre-paid return envelope (white)
- Voter Authorization Form (Southwestern Legislative District Only)

**Note:** Please see pages 25-29 for instructions on the new online housing registration process.



# Message from the Secretary-Treasurer

April 15, 2014

**TO: ALL AFSCME LOCAL UNION, COUNCIL AND RETIREE CHAPTER PRESIDENTS**

**The enclosed material is of EXCEPTIONAL IMPORTANCE.**

The material contained in this booklet constitutes the official CONVENTION CALL to the 41st International Convention of our International Union. **Please bring the enclosed materials to the attention of the members at your next union meeting.**

The Convention will be held at McCormick Place North, 2301 S. Lake Shore Dr., Chicago, Ill., beginning at 10 a.m., Monday, July 14, 2014. It will continue through Friday, July 18, 2014, unless the business of the Convention is completed earlier.

**REPRESENTATION:** Local unions are entitled to delegates and votes based on membership, as provided in Article IV, Section 6, of our International Constitution. Local union representation shall be determined from the average per capita tax actually paid to the Federation by each local union for the twelve-month period from April 2013 through March 2014. In accordance with Article IV, Section 8, any local union chartered after March 2014 shall be entitled to send one fraternal delegate to serve as an official observer without voice or vote. Councils are entitled to one delegate and one vote. Retiree chapters are entitled to delegates on the basis of membership as provided in Article IV, Section 8. The number of retiree chapter delegates will be determined from the average per capita tax actually paid to the Federation by each retiree chapter for the twelve-month period from April 2013 through March 2014. Each delegate representing a retiree chapter shall be entitled to one vote.

**CREDENTIALS:** Enclosed are credentials for local unions and retiree chapters based on average per capita membership paid from April 2013 through the last report received. The number of credentials enclosed is printed on the upper right-hand corner of the mailing label that was used to mail the Call. Upon receipt of per capita tax payments for the entire twelve-month period that forms the basis for representation at this Convention, we will notify you should your local union/retiree chapter be entitled to more or fewer delegates. Additional credentials will be forwarded to you should your delegate entitlement increase. Since each council is entitled to only one delegate and one alternate, only one council credential is enclosed for each council.

**ELECTION OF INTERNATIONAL OFFICERS:** We presently know of one vacancy in an International office to be filled at this Convention – an International Vice President for the Southwestern Legislative District. In accordance with Article IV, Section 20 of the International Constitution, the rules of the 2012 International Convention remain in force until new rules are adopted by action of this Convention. The 2012 Rules permit a majority of the registered delegates from any local union to designate a member of the local union's delegation to cast all or some of the votes to which the local is entitled in any election held at a Convention.

Authorization of this designation by any registered delegate representing a local union in the Southwestern District is to be given on the Voter Authorization Forms included in the enclosed materials. **Completed forms must be submitted before 6 p.m. Tuesday, July 15, 2014, and may be returned to the International Union along with the local's credential forms. Voter Authorization Forms received prior to the Convention will be submitted to the Election Committee.** Since no other vacancies in International office have occurred, Voter Authorization Forms are not included in the materials for local unions in other Legislative



Districts. In the event additional vacancies occur prior to the Convention the International Union will notify the subordinate bodies eligible to vote in the elections to fill those vacancies.

**ELECTION OF DELEGATES:** When electing your delegates, please carefully follow the provisions in Article IV of the International Constitution and the AFSCME Elections Code (Appendix D). The principle requirements pertaining to the election of delegates are highlighted in the Convention Call and attached material. The earliest date for electing delegates to this Convention was March 16, 2014, unless your affiliate meets less frequently than quarterly. If you have not already held your delegate elections, we ask that you **nominate and elect your delegates as soon as possible**, complete the credentials, and return the original (white copy) to the International Union. In accordance with the provisions of Article IV, Section 9, **credentials must be postmarked no later than June 24, 2014; otherwise they will be deemed irregular and your delegates will not be seated or included in the first report of the Credentials Committee.**

**ALTERNATES:** All affiliates are entitled to elect one alternate delegate for each delegate. We have enclosed an Alternate Credential form for local unions to report the names of members elected as alternate delegates. At the Convention, we officially register those alternates who attend as alternates (i.e., those attending as alternates, **not** replacing a delegate). Please review the Alternate Credential Instructions carefully to ensure the proper completion of your Alternate Credential(s). If the need arises for an alternate to permanently replace one of your delegates, this must be done prior to the official close of registration (Tuesday, July 15, 2014, at 1 p.m.). Advance notice of this intent will expedite the replacement process at registration. **No alternate may replace a registered delegate once registration officially closes on Tuesday, July 15, at 1 p.m.**

**VOTING:** Article IV, Section 7 of the International Constitution permits local unions entitled to more than one delegate to send fewer than their quota of delegates and the delegates present may cast the entire vote of the local union. The number of votes is divided equally among the delegates actually registered at the Convention as of Tuesday, July 15, at 1 p.m., with any remaining votes to be cast by the chairperson of the delegation as designated by the local union. No fractional votes shall be permitted.

In view of this constitutional provision, those local unions sending two or more delegates are required to complete the Local Union Chairperson and Delegate Certification, identifying the chairperson of the delegation and listing the names of all delegates and alternates. This form can be found on page 39 in this booklet. **This Local Union Chairperson and Delegate Certification should be forwarded together with the white copies of the credentials in the enclosed postage-paid envelope.** To ensure proper completion of your credentials, please review the enclosed Credentials Checklist on page 44 of this Convention Call booklet.

We look forward to seeing your delegates at the International Convention on July 14 and to their active participation in the work of the Convention.

In solidarity,

Laura Reyes, *International Secretary-Treasurer*

Enclosures

cc: Local/Council/Retiree Chapter Secretary-Treasurers — without Enclosures



CHICAGO

CHICAGO

HONORING OUR MILITARY FAMILIES  
MEMORIAL DAY PARADE MAY 28 AT NOON

MEMORIAL DAY PARADE  
MAY 28  
SATURDAY AT NOON



# CONVENTION CALL





# 41st International Convention Call

**To all Local Unions, Councils, and Retiree Chapters of the American Federation of State, County and Municipal Employees, AFL-CIO**

## **GREETINGS**

The 41st International Convention of the American Federation of State, County and Municipal Employees, AFL-CIO, will be held in Chicago, Ill., at McCormick Place North, 2301 S. Lake Shore Dr., beginning at 10 a.m. on Monday, July 14, 2014, and will remain in session until Friday, July 18, 2014, unless the business of the Convention shall have been completed sooner.

The following material summarizes the International Convention procedures. However, reference should be made by all interested persons to the International Union Constitution, particularly to Article IV and Appendix D, Elections Code.

## **REPRESENTATION**

“The basis of local union representation in conventions shall be determined from the average per capita tax actually paid to the Federation for the twelve consecutive months ending with the fourth full month preceding the opening of the convention.” (Article IV, Section 5) The basis for representation in the 41st International Convention will be the average per capita tax paid for the months of April 2013 through March 2014.

“Locals shall be entitled to delegates on the basis of membership as follows: 100 or fewer, one delegate; more than 100 but not exceeding 200, two delegates; more than 200 but not exceeding 300, three delegates; more than 300 but not exceeding 400, four delegates; more than 400, one additional delegate for each 1,000 additional members or fraction thereof.” (Article IV, Section 6)

“Regardless of the number of delegates, locals shall be entitled to vote on the basis of one vote for each member or fraction thereof.” (Article IV, Section 7)

“In the case of a local composed of two or more locals that have merged” since April 1, 2013, “the combined average per capita tax of the merging locals shall be the basis of representation.” (Article IV, Section 5)

“In any case where a local has been divided into two or more locals” since April 1, 2013, “the total average per capita tax shall be divided among the newly created locals in direct proportion to their respective averages since the division, and this shall constitute their respective bases of representation.” (Article IV, Section 5)

“In the case of a newly organized or newly affiliated local which has been in existence or has been affiliated for less than the full twelve-month period, the average per capita tax for that portion of the twelve-month period during which the local has been in existence or has been affiliated shall be the basis for representation; provided, however, that any local which was formed” after March 2014 “shall be entitled to representation only in accordance with the provisions of Section 8 below.” (Article IV, Section 5)

“Any local formed or affiliated after the twelve-month period” (i.e., after March 2014) “... shall be entitled to send one fraternal delegate to serve as an official observer without voice or vote.” (Article IV, Section 8)



“Each chartered council shall be entitled to one delegate and one vote. Each chartered retiree chapter shall be entitled to delegates on the basis of membership, to be determined in the manner provided for local unions in Article IV, Section 5 of this Constitution, as follows: 10,000 or fewer, one delegate; more than 10,000 but not exceeding 25,000, two delegates; more than 25,000 but not exceeding 50,000, three delegates; more than 50,000, four delegates. Each delegate representing a retiree chapter shall be entitled to one vote.” (Article IV, Section 8)

“Any member of the International Executive Board and any member of the Judicial Panel who is not elected as a delegate representing a subordinate body shall nevertheless be entitled to all the rights and privileges of a delegate except the right to vote.” (Article IV, Section 8)

NOTE: Upon receipt of per capita tax payments for all months through the month of March 2014, we will notify you should your local union/retiree chapter be entitled to more or fewer delegates. Additional credentials will be forwarded to you should your delegate entitlement increase.

## **NOTICE OF ELECTION OF INTERNATIONAL OFFICERS**

There is one vacancy in the office of International Vice President for the Southwestern Legislative District to be filled at the 41st International Convention. If additional vacancies in any International office occur prior to the convention, the subordinate bodies eligible to participate in elections to fill the vacancies will be notified. “If [a] vacancy occurs [in the office of International Vice President] within 180 days of the opening of any regular biennial convention, no special district convention shall be called and the delegates to the regular biennial convention shall elect a Vice President.” (Article VIII, Section 11)

The precise date and time for the holding of the nominations and election will be established in the rules adopted by the convention.

“To be eligible for election as an International Vice President, a nominee must have been a member in a local or locals within the Legislative District the nominee seeks to represent for at least three years continuously at the time of the election, except as provided below. In any election for International Vice President in a Legislative District in which the combined total membership in the local unions in such district has increased by more than fifty percent since the last certification of membership immediately preceding a convention at which elections were held, the requirement of three years’ continuous membership shall stand suspended from effect. No salaried employee of the Federation shall serve as an International Vice President. No member of the Judicial Panel and no person who has served as a member of the Judicial Panel during any part of the calendar year in which the convention is held shall be eligible for election at the convention.” (Article IV, Section 33)

## **ELECTION OF DELEGATES**

In all matters pertaining to the election of delegates, please refer to the AFSCME Elections Code in Appendix D of the International Union Constitution.

“All delegates shall, after due notice of nominations and elections has been given, be elected in the respective subordinate bodies. Subordinate bodies may also elect an alternate delegate for each delegate. Election shall be by secret ballot, except in instances where a nominee is unopposed.” (Article IV, Section 9)

“A delegate representing a local union must,” from the month of March 2014, “until the opening of the convention, be a member in good standing of the local represented.” (Article IV, Section 12)

“With the exceptions provided in Section 15, however, two or more locals within the same council, state, commonwealth, or territory may unite in sending to the convention a delegate who meets the above qualifications in one of such locals,” provided that such delegate must first be elected as a delegate from his or her own local or council, before being elected to represent another local. (Article IV, Section 12)

“No delegate may represent more than five locals.” (Article IV, Section 12)

For the methods and procedures that must be followed when a delegate is to represent more than one subordinate body, please read carefully Sections 12 and 13 of Article IV of the International Constitution.

**“A delegate representing a council must,” from the month of March 2014, “be a member in good standing of a local union which is affiliated with such council. A delegate representing a council may, if elected in accordance with the procedures set forth in Section 12 above, also serve as a delegate for not more than four local unions affiliated with the council. ... No delegate may represent more than five subordinate bodies.” (Article IV, Section 13)**

“No member of the International Executive Board and no salaried employee of the International Union and no member of the Judicial Panel shall serve as a delegate from any local except the local of which such person is a member or of the council with which that local is affiliated.” (Article IV, Section 15)

“A delegate representing a retiree chapter must,” from the month of March 2014, “until the opening of the convention be a member in good standing of such retiree chapter or of a retiree sub-chapter affiliated with such chapter.” (Article IV, Section 14)

“No nomination or election of delegates shall be held more than 120 days prior to the opening of the convention [i.e., prior to March 16, 2014]; ... this restriction shall not apply to a delegate from a subordinate body which normally meets less often than quarterly, nor shall it affect anyone who is a delegate pursuant to the constitution of a subordinate body by virtue of election to an office therein.” (Article IV, Section 11)

“Locals entitled to more than one delegate may send fewer than their quota of delegates and the delegates present may cast the entire vote of the local ... .” (Article IV, Section 7)

“No delegate shall be permitted to register after 1 p.m. on the second day of the convention,” Tuesday, July 15, 2014. (Article IV, Section 19)

**No alternate seeking to replace a delegate may do so unless the alternate has officially registered as a delegate by 1 p.m. on Tuesday, July 15, 2014.**

## **CREDENTIALS**

“The names of the delegates and of alternates, if any, shall be certified by the president and secretary of each subordinate body to the International Secretary-Treasurer at International Headquarters at least twenty days [June 24, 2014] prior to the convention. If such certification is by a local union and includes two or more delegates, the certification shall designate one of the delegates as Chairperson of the delegation.” (Article IV, Section 9)

The enclosed credential forms are to be made out in triplicate. The original (white copy) should be forwarded to the International Headquarters as soon as the delegate and alternate, if any, have been elected. The duplicate (yellow copy) is to be retained by the delegate and presented at the time of the delegate's registration at the convention. The triplicate (pink copy) is to be retained in the files of the local, council or retiree chapter.

**To ensure that the delegate representing your local, council or retiree chapter is properly seated, mail the white credential form postmarked no later than June 24, 2014.**

“Any delegate whose credential was not ... addressed to the International Secretary-Treasurer and postmarked by the twentieth day [June 24, 2014] prior to the convention shall be considered an irregular delegate. No irregular delegate shall be seated at the opening of the convention ... . Following the adoption of the convention rules, irregular delegates may be seated by a majority vote of the convention.” (Article IV, Section 19)

Please use the enclosed, postage-paid envelope to mail the credentials.

## RESOLUTIONS

“Resolutions, including proposals to amend the Constitution, to be introduced for consideration at any convention shall be signed by the president and the secretary of a subordinate body or by one or more certified delegates. Such resolutions shall be prepared and signed in duplicate and sent to the International Secretary-Treasurer at International Headquarters and postmarked at least twenty days [June 24, 2014] prior to the opening of the convention.” (Article IV, Section 22)

It would be most helpful to receive the text of proposed resolutions via e-mail. They may be sent to [research@afscme.org](mailto:research@afscme.org). However, a resolution submitted by e-mail will not be considered unless it is also timely submitted, in duplicate hard copy, signed by the officers or delegate(s) submitting it.

Resolutions postmarked after **June 24, 2014**, will not be considered “unless consent is given by a two-thirds vote of the convention.” (Article IV, Section 22)

On behalf of the International Executive Board, AFSCME, AFL-CIO,



Laura Reyes, *International Secretary-Treasurer*

# Requirements for Election of Delegates Participating in the International Convention

## REQUIREMENTS

All delegates and all alternates to the Convention must be elected by secret ballot vote of the membership of their respective locals. Although no union-wide elections for International Union officers are scheduled for this Convention, elections may be required as the result of a vacancy in office. We presently know of one Legislative District in which an election will be held for the office of International Vice President: the Southwestern District. As additional vacancies may occur, delegates representing councils or retiree chapters who intend to participate in the nominations and the elections of the International officers must be elected by secret ballot vote of the membership of their council's affiliated local unions or by secret ballot vote of the members of such delegate's retiree chapter or its sub-chapters. Otherwise, council or retiree chapter delegates may be elected by the delegates to the council convention, delegate assembly or other similar body of the council, or by delegates to the retiree chapter convention, but such election must be by secret ballot vote of those delegates. A secret ballot is, of course, unnecessary when a candidate is unopposed. However, the rest of the rules regarding notice, qualification, nomination, etc., must be followed.

**The following requirements are mandated by the Elections Code of the International Constitution (Appendix D) and federal law. Appointment or election of delegates by the executive board of a subordinate body does not meet these requirements.**

1. Notice of the nomination and election of Convention delegates must be given by mail to all members in good standing at least 15 days before the date or dates on which the nomination and election are to be held. The notice requirements may be fulfilled by mailing such notice of nomination and election to the last known home address of the member **OR** the notice requirement may be satisfied by publication either in a local union paper or newsletter sent by mail to each member at his or her last known home address rather than by a separate mailing. However, notice by publication must still be given 15 days prior to the nomination and election, and the notice must be prominently placed in the paper or newsletter. **The requirement that notice of nomination and election be given by mail means that such notice must be sent through the U.S. Postal Service.** Distribution of the notice by e-mail or through an employer's inter-office mail system will not satisfy this requirement.
2. Nominations may be made at a regular or special meeting by a local union member or, in the case of a council, by a delegate to such council or, in the case of a retiree chapter, by a delegate or member of such chapter. Nominations may also be made by a nominating committee, unless prohibited by the constitution of the subordinate body. Those nominated shall be afforded the opportunity to decline, and the name of any nominee who declines shall not appear on the ballot. Write-in votes shall not be valid for any purpose.



3. **All members in good standing must be allowed to vote.** There may be no proxy ballots. No member may cast a vote on behalf of another member.

4. The voting itself must be done by secret ballot, either through the use of a machine, a closed-in voting booth, a mail referendum, or other proper and accepted procedure. Every candidate for election may have an observer present at the polls while the polls are open and when the votes are counted. The observer must be a member of the Federation.

5. Unlike the election of local union officers, the election of local union delegates to the International Convention does not require a majority of the votes cast unless that requirement is specifically stated in the local's constitution.

6. All election records, including ballots, must be retained for at least one year after the election.

The U.S. Department of Labor has ruled that if an affiliate constitution provides that an officer of the affiliate who is elected to such office by secret ballot is also to be a delegate to the International Convention, by virtue of such office the officer is properly considered elected as a delegate. **In the case of a local, the secret ballot vote must be a vote of the membership of the local. An officer elected to such office by the executive board of a local union to fill a vacancy is not properly elected as a delegate, since such officer was not elected by a secret ballot vote of the membership of the local.** The same procedure holds true for a council or retiree chapter except that an officer elected by secret ballot vote of the delegates to the council convention, delegate assembly or other similar body of the council, or elected by delegates at the retiree chapter convention, **cannot** participate in the nomination or election of International Officers.





# EVENTS



# Welcome

**H**ugging the shores of Lake Michigan in the heart of the Midwest, Chicago is home to world-famous blues music, venerable sports teams and world-class museums.

Explore what makes Chicago so unique at the Field Museum with the biggest T. Rex on display, the largest marine mammal habitat in the world (Shedd Aquarium) or Lincoln Park Zoo with free admission. If you want adventure, step out onto a suspended glass box more than 1,000 feet in the air at Skydeck Chicago, ride the Navy Pier Ferris wheel or ford the Chicago River by boat on the only river that flows backwards.

Chicago is also known for its rich labor history. Chicago is considered by many to be the birthplace of the American labor movement, home to more “Local 1” unions than any other city and the site from which the movement for the eight-hour day kicked off.

From the Haymarket Affair in 1886 spurred by the fight for the eight-hour day, the Pullman railroad strike over corporate greed and poverty in 1894 to the Memorial Day Massacre during the “Little Steel” strikes in 1937, the city’s history is uniquely linked to our modern labor movement.

For more information on Windy City events, attractions, restaurants and other activities, please visit: **choosechicago.com**.

## Registration Hours and Location

Registration and General Session for the AFSCME 41st International Convention will take place in Hall B of McCormick Place North.

Saturday, July 12 .....1 p.m. – 5 p.m.

Sunday, July 13 .....9 a.m. – 5 p.m.

Monday, July 14 .....7 a.m. – 1 p.m.

Tuesday, July 15 .....7 a.m. – 1 p.m.\*

\*Official close of delegate registration

## Early Committee Meetings

Early committee meetings will be held at McCormick Place North.

**Appeals** – Sunday, July 13

**Constitution** – Sunday, July 13

**Credentials** – Saturday, July 12 and Sunday, July 13

**Resolutions** – Sunday, July 13

**Rules** – Sunday, July 13



**All Convention activities will take place at McCormick Place North, 2301 S. Lake Shore Dr. Chicago, Ill. 60616.**



# Opening Reception

# JOIN US for the Delegates Reception!

**Sunday, July 13, 6-8 p.m.**

Skyline Ballroom • McCormick Place West  
2301 S. Lake Shore Dr. • Chicago, Ill. 60616



- Shuttle buses from all hotels (except Hyatt McCormick Place) will be available to and from the reception.
- Scooters will be available on site.
- Get details when you register in Hall B of McCormick Place North.

# Agenda Highlights

All activities will take place at McCormick Place North, 2301 S. Lake Shore Dr. Chicago, Ill. 60616.

## Saturday, July 12

### Registration

Hall B  
1 – 5 p.m.

### PEOPLE Booth opens

1 – 5 p.m.

## Sunday, July 13

### Registration

Hall B  
9 a.m. – 5 p.m.

### Labor History Tour

Noon – 3 p.m.

### Personal Productivity

**Workshop**  
Noon - 3 p.m.  
Location TBD

### First-Time Delegates and Alternates Briefing

English and Spanish S406  
3:30 – 5 p.m.

### Delegates Reception

Skyline Ballroom  
McCormick Place West  
6 – 8 p.m.

## CHECK OUT

[afscme.org/convention](http://afscme.org/convention) for changes, updates, workshop descriptions and more details.

## Monday, July 14

### Registration

Hall B  
7 a.m. – 1 p.m.

### Election Committee

Location TBD  
8:30 – 10 a.m.

### Opening General Session

Hall B  
10 a.m.

### Committee Meetings

*Upon Recess of General Session*

### Workshops

Location TBD  
2 – 3:30 p.m.

## Tuesday, July 15

### Registration

Hall B  
7 a.m. – 1 p.m.

### Workshops

Location TBD  
7:30 – 9 a.m.

### General Session

Hall B  
9:30 a.m.

### Nominating Caucuses

*Upon Recess of General Session*

## Wednesday, July 16

### Sector Caucuses

Location TBD  
7:30 – 10 a.m.

### General Session

Hall B  
10:30 a.m.

### Action

Location TBD

## Thursday, July 17

### Elections *(if necessary)*

N228  
6 – 10 a.m.

### Women's World Café

Location TBD  
8 – 9:30 a.m.

### General Session

Hall B  
10:30 a.m.

### AFSCME's Got Talent

Location TBD  
2:30 – 5:30 p.m.

## Friday, July 18

### Elections *(in case of a run-off)*

N228  
6 – 10 a.m.

### Closing General Session

Hall B  
9:30 a.m.



# Other Events

## Sector Caucuses: Job-Specific Meet Ups

Would you like to meet up with other AFSCME members who do work similar to yours? The sector caucuses are a fantastic opportunity to connect with other AFSCME members, discuss common challenges in the work you do every day, and strategize together. You will learn about resources available from the national union and ways to stay in touch between conventions. The sector caucuses will take place on Wednesday at 7:30 a.m. A list of caucuses will be available on the AFSCME Convention website and in the *AFSCME Daily* at Convention.

## Workshops

Wherever and whenever AFSCME leaders gather, we educate to agitate and organize. The Convention workshops are your chance to exchange ideas and gather best practices from other AFSCME sisters and brothers. This year, the Convention workshops are coming to you from AFSCME affiliates across the nation. We've recruited leaders and staff from AFSCME locals and councils to share their wisdom and tools, on topics ranging from internal organizing to retirement security for all. Workshops will take place on Monday at 2 p.m. and again on Tuesday at 7:30 a.m. Look for the workshop registration kiosks in the Convention registration area.

## First-Time Delegates and Alternates Briefing

*(Spanish briefing available)*

Is this your first AFSCME Convention? Join other first-time delegates and alternates for a briefing that prepares you for daily participation at the Convention. The briefing will cover how the Convention works and how to fully take part. The briefing will occur on Sunday at 3:30 p.m.

## Labor Tour

On Sunday, July 13, 100 delegates will have an opportunity to take a labor history road trip with guides

from the Illinois Labor History Society. The Labor History Tour will explore Chicago's deep labor roots including the most famous labor sites in the world, such as Haymarket Square and the Haymarket Martyrs Monument. Every May 1, workers in nearly every country in the world celebrate International Labor Day because of the Martyrs' fight for the eight-hour workday. You will also visit the Pullman site that may soon become America's next National Park. Walk the labor sites of your Chicago sisters and brothers and experience labor history firsthand.

Educate your youngster and pass on Chicago's proud labor history. Be sure to bring your teenager (13-17) for a special activity during the tour.

Participants should wear comfortable walking shoes and an AFSCME T-shirt, if you have one. Bring your own lunch. The tour will leave McCormick Place North at noon and return by 3 p.m. Interested delegates **MUST** register online in advance of the tour. Registration is available at [afscme.org/convention](http://afscme.org/convention). Spots are limited, so register soon.

## Women's World Café

Come to the Women's World Café to have a meaningful and lively dialogue around the union's strategic pillars. Participants will contribute ideas and learn from their peers as they move to different tables throughout the café. Finally, participants will connect the overarching themes raised during their discussions and draw on those themes to engage members when they return home. The café will occur on Thursday at 8 a.m.

## Special Offering: Personal Productivity Workshop

Is your e-mail out of control? Can't find that document in the pile of paperwork on your desk? Special guest, Paul Silverman of Integra Workshops, will run a session on how to organize your workplace and effectively manage electronic communication. This session will be offered Sunday, July 13, from noon to 3 p.m. Delegates must register online at [afscme.org/convention](http://afscme.org/convention) to reserve a space. **Space is limited.**

# PEOPLE Events

## PEOPLE Booth & Kiosk

Our union leads the way in politics because the PEOPLE Program gives us a powerful voice from coast to coast. Through PEOPLE, we raise money for phone banks, labor walks, campaign literature and all the other elements of our political program. Make a donation at the PEOPLE Booth and receive merchandise crafted by union shops in the USA. There will be more variety than ever before. The booth will be open all week, starting Saturday, July 12. **Watch for the green light special: Daily discounts at fire sale prices are offered with each regularly-priced item.**

## PEOPLE T-Shirt Day

Show your pride and solidarity for the union and the goals of AFSCME's political and legislative programs! Visit the PEOPLE Booth and purchase a limited-edition commemorative T-shirt, with a custom logo celebrating AFSCME's 41st International Convention in Chicago. And then wear your new shirt on PEOPLE T-shirt Day Thursday.

## NEW EVENT!

### AFSCME's Got Talent

Tune up your vocal chords, brush off your dancing shoes, practice your magic tricks and prepare to be one of the 10 lucky finalists who will perform at the 41st International Convention as part of our exciting new PEOPLE fundraiser, AFSCME's Got Talent! All Convention delegates and alternates are eligible to audition for a spot on stage in Chicago. Competitors will vie for an exciting grand prize, including performing before the assembled Convention at the closing ceremonies!

### Here's how it works:

1. E-mail us a link to a 2-3 minute video of your talent, at [afscmesgottalent@afscme.org](mailto:afscmesgottalent@afscme.org).
2. Download a pledge form at [afscme.org/convention](http://afscme.org/convention) and start fundraising among your fellow union members. Ten finalists will be chosen to perform at the final event on Thursday, July 17, based on their talent and their ability to fund-raise for PEOPLE. The top three fundraisers will be guaranteed a performance spot at Convention. The remaining seven will be chosen by a panel of judges.

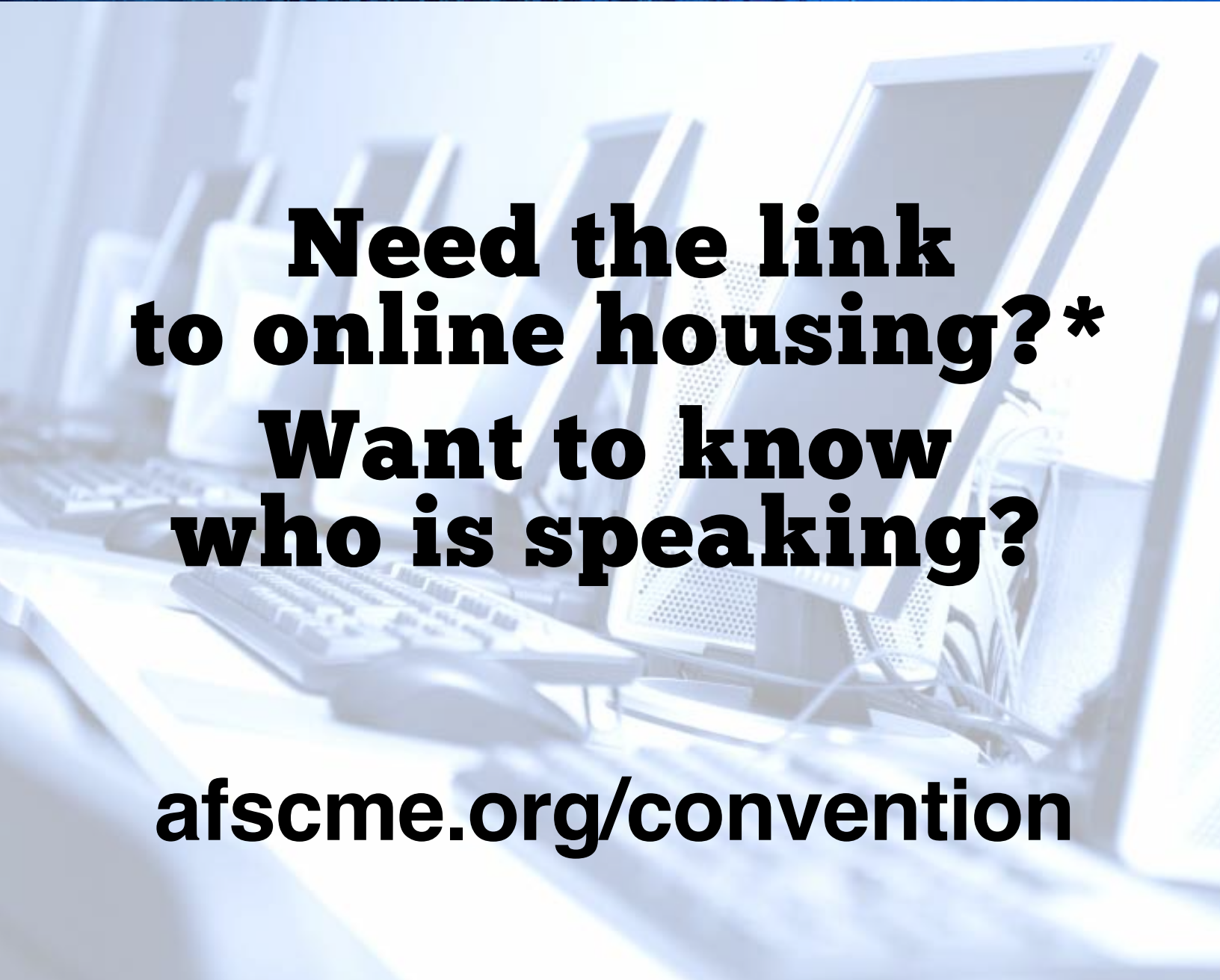
During the finalists performance at the Convention, the audience will vote for their favorite act with their dollars. All proceeds go to PEOPLE. The winners will be those who raise the most money overall and the performer who garners the most votes, which are cast in the form of dollars donated to PEOPLE by the audience on the day of the competition. More details and contest rules are available on the Convention website: [afscme.org/convention](http://afscme.org/convention).

*Show us your talent, AFSCME!*





# AFSCME Convention Online



**Need the link  
to online housing?\***  
**Want to know  
who is speaking?**

**[afscme.org/convention](http://afscme.org/convention)**

\*This convention, AFSCME has moved to an online housing process. See page 26 for more details. However, Credential forms cannot be accessed online. Contact Member and Affiliate Services at (202) 429-8400 for more information on Credential forms.





**HOUSING & TRANSPORTATION**



# Convention Hotels

## AFSCME 2014 Convention Hotels & State Delegation Headquarters

Unless indicated to us in writing, you will be housed in the hotel designated for your affiliate, council or local. Listed below are negotiated daily Convention hotel rates that include tax.

*\*Please note: There are two Hyatt Regency hotels, Hyatt Regency Chicago and Hyatt Regency McCormick.*

- 1 Hilton Chicago**  
720 S. Michigan Ave.  
**\$219.98** Single, Double/Double  
[hiltonchicagohotel.com](http://hiltonchicagohotel.com)
- Alaska  
California Local 1001  
Colorado  
District of Columbia  
Florida  
Maryland  
New York Council 1707  
Ohio OAPSE Local 4  
Oklahoma Local 1180  
Tennessee  
Virginia  
West Virginia
- 2 Hyatt Regency Chicago\***  
151 E. Wacker Dr.  
**\$219.98** Single, Double/Double  
[chicagoregency.hyatt.com](http://chicagoregency.hyatt.com)
- Delaware  
Georgia  
Hawaii  
Louisiana  
Minnesota Council 5  
Nevada  
New Jersey  
New York Councils 37 and 66  
New York CSEA Local 1000  
North Carolina  
NUHHCE 1199  
Oklahoma Locals 1136, 2406 and 2875  
Rhode Island  
South Dakota  
Texas  
UNAC

- 3 Hyatt Regency McCormick\***  
2233 S. Dr. Martin Luther King Jr. Dr.  
**\$226.96** Single, Double/Double  
[mccormickplace.hyatt.com](http://mccormickplace.hyatt.com)
- California Locals 1902, 4034 and 4911  
Indiana  
Kentucky  
Michigan Local 5  
Retirees

- 4 Palmer House**  
17 E. Monroe St.  
**\$219.98** Single, Double/Double  
[palmerhousehiltonhotel.com](http://palmerhousehiltonhotel.com)
- Arkansas  
California Councils 36 and 57  
California Locals 206 and 3299  
California UDW Local 3930  
Iowa  
Kansas  
Minnesota Council 65  
Missouri  
Nebraska  
Oregon  
Washington Council 28

- 5 Sheraton Chicago**  
301 E. North Water St.  
**\$219.98** Single, Double/Double  
[sheratonchicago.com](http://sheratonchicago.com)
- Connecticut Council 4  
Montana  
New York Councils 35 and 82  
Ohio Council 8  
Pennsylvania  
Puerto Rico  
Utah  
Wisconsin

- 6 Swissôtel Chicago**  
323 E. Wacker Dr.  
**\$219.98** Single, Double/Double  
[swissotel.com/chicago](http://swissotel.com/chicago)
- Arizona  
Connecticut Council 15  
Illinois  
Michigan Council 25

- 7 Westin River North**  
320 N. Dearborn St.  
**\$226.96** Single, Double/Double  
[westinchicago.com](http://westinchicago.com)
- New Mexico  
Ohio OCSEA Local 11

## Housing Deadlines

**Thursday, June 12, 2014** – Official housing registration deadline. Reservations will be handled on a first-come, first-serve basis. Reservations received after June 12, 2014, will be confirmed based on hotel rate and availability.

**Tuesday, July 8, 2014** – The final day that AFSCME's Conference & Travel Services Department will accept changes or cancellations. Please contact the hotel directly after this date.



# Convention Hotel Locations



- 1** Hilton Chicago  
720 S. Michigan Ave.
- 2** Hyatt Regency Chicago  
151 E. Wacker Dr.
- 3** Hyatt Regency McCormick  
2233 S. Dr. Martin Luther King Jr. Dr.
- 4** Palmer House  
17 E. Monroe St.
- 5** Sheraton Chicago  
301 E. North Water St.
- 6** Swissôtel Chicago  
323 E. Wacker Dr.
- 7** Westin River North  
320 N. Dearborn St.

# General Hotel & Registration Information

**H**otel check-in is 3 p.m.; check-out is noon. Failure to cancel a room reservation 48 hours prior to the scheduled arrival date will result in forfeiture of one night's room and tax charges. Failure to notify the hotel before, or at check-in, of an earlier departure date than last confirmed may result in a hotel early-departure fee equivalent to one night's room and tax.

Please note that special requests (i.e., Braille, child care, refrigerators, scooters, Spanish interpretation) can be indicated when you register for convention housing. You will receive a follow-up communication once you've made the request.

## Rooms

*Single or Double/Double*

Additional per person charge (more than two adults in a room) per night, plus tax, varies per hotel. Type of accommodation is based on hotel availability at time of actual check-in.

## Payment at Check-in

*By Credit Card*

If a credit card will be used to pay for multiple rooms or if the credit card is issued to someone other than the guest, you must complete a credit card authorization form for your hotel, along with: a copy of the credit card (front and back) and the driver's license (front and back) of the card holder and send to AFSCME's Conference & Travel Services (CTS) Department.

Please contact CTS for the appropriate authorization form. Include on the form all guest(s) names, arrival/departure dates, and any miscellaneous charges authorized to be paid on the card.

*By Check*

If paying the balance of the room and tax by check at check-in, it must be made payable to your hotel.

## Hotel Incidental Charges

In addition to room and tax, all Convention hotels will require a flat \$100 cash or credit card deposit to cover incidental charges upon check-in. If a guest's use of cash at any time exceeds this amount, an additional cash deposit will be required to authorize further incidental charges. Any unused funds will be refunded at check-out. Incidental charges include in-room movies, room service, signing privileges at hotel outlets, dry cleaning, mini-bars, etc. If a debit card is used in lieu of a credit card, please be advised that it may take up to seven business days for the bank to refund the deposit amount.

## Membership Card

You need your member number to register on [my.afscme.org](http://my.afscme.org). It is located on your membership card. **You can call (855) AFSCME1 (237-2631) or e-mail [memberservices@afscme.org](mailto:memberservices@afscme.org) to get it.** Please bring your current membership card to the 2014 Convention to expedite the delegate and alternate registration process.

Please indicate your AFSCME Member Number printed on your current membership card on the Credentials forms.



# Housing

All housing for AFSCME's 41st International Convention is coordinated by AFSCME's Conference & Travel Services Department. It is extremely important that AFSCME attendees use rooms that are under AFSCME's contracted block. There are financial penalties to AFSCME if delegates, alternates and guests book their own rooms or use hotels not listed on pages 22. Also, as part of our negotiations, hotels provide benefits that enable us to offer shuttle services, educational programs and other activities at no cost to affiliates and Convention attendees. For questions on the registration process, contact:

**AFSCME Conference & Travel Services**  
1625 L St. NW, Washington, DC 20036  
(202) 429-1142 or [CTSHousing@afscme.org](mailto:CTSHousing@afscme.org)

## NEW Housing Process for the 2014 Convention

For the 2014 Convention, AFSCME has modernized the housing process. **AFSCME will no longer send out or accept written or faxed housing forms.** Instead of the paper housing form, delegates, alternates and guests can register for housing one of three ways.

### ONE ROOM NEEDED



AFSCME has set up an online registration process. Please go to [my.afscme.org](http://my.afscme.org) to register. Please note that

you can also register roommates through this option. However, if your roommate is a member you must include their member number. Limit of four people to a room. Additional instructions are on pages 26-29.



### TWO OR MORE ROOMS NEEDED

Members from an affiliate with TWO or more

hotel rooms, please use the housing spreadsheet. AFSCME will have a spreadsheet located at [afscme.org/convention](http://afscme.org/convention). Please download and fill out the spreadsheet then e-mail it to [CTSHousing@afscme.org](mailto:CTSHousing@afscme.org). Or you can e-mail [CTSHousing@afscme.org](mailto:CTSHousing@afscme.org) to have the fillable spreadsheet e-mailed to you. Please fill out the spreadsheet entirely including member numbers; if an attendee is a guest and does not have a member number, simply fill out their Convention status as "guest." Once AFSCME has received your spreadsheet and uploaded it into our system, an e-mail will be sent back to you confirming receipt.



### AFFILIATES WITH ENTERPRISE ACCESS

Affiliates with Enterprise system access will have

direct access to the reservation system. Prior access to Enterprise and training will be required to use this option. If you wish to register for Convention via the Enterprise system, please contact AFSCME Conference & Travel Services for more information.

### Don't need a hotel but still attending Convention?

All Convention attendees must register. Individuals not needing a hotel room will still need to confirm their plans to attend Convention. Please follow the directions on pages 26-29. By indicating "no hotel" on the hotel reservation page, you will confirm your registration for the Convention.

**HOTEL REGISTRATION DEADLINE IS THURSDAY, JUNE 12, 2014.**

# 8 Steps to Register & Book Online

If registering groups of members from an affiliate with two or more hotel rooms, *please do not use the online registration.* Instead, please download and completely fill out the housing spreadsheet at [afscme.org/convention](http://afscme.org/convention). E-mail the completed form to [CTSHousing@afscme.org](mailto:CTSHousing@afscme.org).

All Convention attendees must register. **Registering as a delegate/alternate is a separate process.**

**If you have any questions, please contact Conference & Travel Services (CTS) at (202) 429-1142 or [CTSHousing@afscme.org](mailto:CTSHousing@afscme.org).**

## 1. my.afscme.org ACCOUNT

The first step in the registration process is to login to your [my.afscme.org](http://my.afscme.org) account. If you already have a username and password for [my.afscme.org](http://my.afscme.org), go to step 2. If it's your first time using [my.afscme.org](http://my.afscme.org), you will need to register by creating an account using your member number. **If you don't have your member number, call (855) AFSCME1 (237-2631) or e-mail [memberservices@afscme.org](mailto:memberservices@afscme.org).** You will receive a confirmation e-mail once you have created your [my.afscme.org](http://my.afscme.org) account.

## 2. LOGIN TO my.afscme.org

Once you have a username (e-mail address) and password, login to [my.afscme.org](http://my.afscme.org). Once you login, you will be on a Member Information page. Click on the **41st International Convention** link at the top, right corner of the page. Everyone coming to Convention must confirm their attendance, even if they are sharing a room with someone else who will be paying. Please refer to the steps on the following pages to confirm your attendance.



### 3. PRIMARY INFORMATION

You are now on the Primary Information page. Your member information will automatically fill the form. Please make sure you scroll down and identify your member status (i.e., delegate, alternate, guest, etc.). Also fill in the dates you will be attending the Convention and click **CONTINUE** located at the bottom of the page to continue the registration process.

### 4. HOTEL

On the Hotel page, check option 'no hotel' if you are attending the Convention and do not need a hotel room. If you need a hotel, select a room type and click **CONTINUE**.

**Browser Navigation HINTS:**

▶▶ DO NOT HIT THE BACK ARROW in your browser once you are in the reservation screen. If you want to change something, click on the 'Previous' button, located at the bottom of the page, or use the page links located at the top to navigate to a previous page.

# 8 Steps to Register & Book Online

## 5. ROOMMATE INFORMATION

On the Roommate Information page, enter how many roommates are in your room. Adding your roommate to your hotel room reservation will register him/her for the Convention. Please make sure you provide the complete name and address for your roommate, and the member number if he/she is a member. Please enter the roommate information **only once** to prevent duplicate information. Note: No more than four people to a room. Click **CONTINUE**.

The screenshot shows the AFSCME website interface for the 41st International Convention. The page title is "Roommate Information" and it is circled in red. The breadcrumb trail is "Primary Information -> Hotel -> Roommate Information -> Special Needs -> Payment -> Confirm". The form includes a "Number of Roommates" dropdown menu and a "Roommate" section with the following fields: AFSCME Member # (with a note "Required for members/ First Name required"), First Name, Middle Initial, Last Name (with a note "Last Name required"), Member Status (with a note "Status required"), Address, Apt or Suite #, City, State (dropdown), Zip Code, Home Email, Work Email, Home Phone, Work Phone, and Cell Phone. There are "Previous" and "Continue" buttons at the bottom.

## 6. SPECIAL NEEDS

On the Special Needs page, indicate if you have a special request: i.e., Braille, child care, refrigerators, scooters, Spanish interpretation. We will send a follow-up communication to those making a special request. Click **CONTINUE**.

The screenshot shows the AFSCME website interface for the 41st International Convention. The page title is "Special Needs" and it is circled in red. The breadcrumb trail is "Primary Information -> Hotel -> Roommate Information -> Special Needs -> Payment -> Confirm". The form includes a "Primary Special Needs" dropdown menu with a "No" option and a note "(child care, interpreter, etc.)". Below this is a "Reservation Comments" text area. There are "Previous" and "Continue" buttons at the bottom.



## 7. PAYMENT

On the Payment page, please indicate your payment method. Payments by check or money order should be made payable to AFSCME and sent to AFSCME Conference & Travel Services, 1625 L Street, NW, Washington, DC 20036. Click **CONTINUE**.

The screenshot shows the 'Payment' page for the '41st International Convention - JULY (Jul 14, 2014 - Jul 18, 2014)'. The page title is 'AFSCME - We Make America Happen'. A breadcrumb trail reads: 'Primary Information -> Hotel -> Roommate Information -> Special Needs -> Payment -> Confirm'. The 'Payment' section is circled in red and contains the following fields: 'Payment Method' (MASTERCARD), 'Payee Name' (Chris Worker), 'Credit Card #' (1112222222222222), 'Expire Date' (12/2017), and 'Amount Applied' (800). At the bottom of the form are 'Previous' and 'Continue' buttons.

## 8. CONFIRM INFORMATION

If you need to know the entire price of your stay, including tax, please print the Confirm Information page that includes this amount prior to completing your reservation. The hotel reservation acknowledgment you receive will only have the room rate per day and will not include tax.

You must click the **PROCESS RESERVATION** button to complete the reservation process.

The screenshot shows the 'Confirm Information' page for the '41st International Convention - JULY (Jul 6, 2014 - Jul 21, 2014)'. The page title is 'AFSCME - We Make America Happen'. A breadcrumb trail reads: 'Primary Information -> Hotel -> Roommate Information -> Special Needs -> Payment -> Confirm'. The 'Confirm Information' section is circled in red and contains the following details: 'Primary Information' (ID: #16050312, Name: Chris Worker, Address: 1625 L St., N.W., Washington DC 20036, Email: cworker@afscme.org, Phone: 202-429-1000), 'Hotel' (Hyatt Regency, McCormick Place, SINGLE, Check In: Jul 13 2014, Check Out: Jul 19 2014 (5-Night)), 'Roommate Information' (No Roommate), 'Special Needs' (Primary Special Needs), 'Payment' (Payee Name: Chris Worker, Check #: 254, Check Amount: 800, Amount Applied: 000). At the bottom of the form are 'Previous' and 'Process Reservation' buttons, with the latter circled in red.

# Transportation

From airline reservations to ground transportation, AFSCME has negotiated special rates to make getting to and around Chicago easier on your wallet. The following pages offer specifics on how to receive discounts on airline travel, airport shuttle service and rental car rates. AFSCME has negotiated special round-trip (travel dates July 7-20) Convention fares with the following vendors:

**American Airlines**  
(800) 433-1790  
**Promotion Code:**  
6474AY

When booking online, go to **aa.com**. At the bottom of the flight section, click on “refine your search.” You will be directed to a new page where you can enter your promotional code at the very bottom.

**Delta**  
(800) 328-1111  
**Meeting Code:** NMGPP

When booking online go to **delta.com** and enter your information to the “book a trip” section. At the bottom of that section, click on “more search options.” You will be directed to a new page where you can enter AFSCME’s meeting code, NMGPP, in the box under “meeting event code.”

**United**  
(800) 426-1122  
**Meeting code:** ZR6R 188579

When booking online at **united.com**, go to the Product & Services tab, then click on Travel for Groups & Meetings, click on United Meetings, click on Book meetings reservations and enter the Meeting Code. You will be automatically directed to the Flight Search screen where you can book your travel.

If booking through a travel professional or **United Meetings** (800) 426-1122, please give the following information: **Agreement Code: 188579 and Z code: ZR6R.**

If tickets are purchased at least 30 days prior to travel, larger savings may be available. For questions and more information, please e-mail **CTSHousing@afscme.org**.

## Airport Shuttle Service

Go Airport Express offers a \$4 discount on a one-way

fare or an \$8 discount on a round-trip fare from both O’Hare and Midway airports in Chicago. **Discount only applies to reservations completed and purchased online.**

Simply go to the special AFSCME Go Airport Express (case sensitive) website **http://bit.ly/AIRPORTEXPRESS** to make your reservation, the discount will automatically apply.

## Airport Shuttle Instructions

*O’Hare Airport Shuttle, traveling from O’Hare (ORD):*

Airport shuttles depart from O’Hare Airport every 10-15 minutes for downtown service to Chicago hotels and downtown businesses.







Ticket counters and loading zones for boarding the GO Airport Express van are at four locations:

- **Terminal 1**, Door 1E across from baggage claim 6;
- **Terminal 2**, Door 2E across from Jet Blue Baggage Claim;
- **Terminal 3**, Door 3E across from baggage claim 9;
- **Terminal 5**, just outside Door 5E.

If you do not see a van, please call our toll-free number at **(888) 284-3826**, and ask a reservationist to send a van to one of these locations when available.

The last GO Airport Express van leaves O'Hare at 11:30 p.m. seven nights a week.

**Please note: Reservations are needed from O'Hare Airport if you require an accessible vehicle or special services.**

*Midway Airport Shuttle, traveling from Midway (MDW):*

Shuttles depart from Midway Airport every 15 minutes for downtown service to Chicago hotels and downtown businesses.

The GO Airport Express ticket counter and loading zone is located at Door 3 on the lower level, across from baggage claim. Reservations from Midway to downtown are not necessary. If you do not see a van, please call our toll-free number at **(888) 284-3826**, and ask a reservationist to send a van to this location when available.

The last GO Airport Express van leaves Midway at 10:30 p.m. seven nights a week.

**Please note: Reservations are needed from Midway Airport if you require an accessible vehicle or special services.**

## Returning to the Airport

Reservations are required if you are traveling to the airport. To arrange a pickup from your hotel simply call **(888) 284-3826** to schedule your return trip to the airport. When making your reservation please request an accessible vehicle at that time. Shuttle service begins at 4 a.m.

## Taxi Cabs

### Midway Airport

Taxis are available on a first-come, first-served basis from the lower level curb front of the terminal. Please make sure to use the taxi stands to ensure you have a licensed taxi driver. Do not accept rides from drivers outside the taxi stand at the departure area of the terminal roadways.

All taxis should have a working meter to calculate the fare based on time and mileage. All taxis run on meters. Fares may vary based on traffic conditions; expect to spend approximately \$28 to \$30 for a taxi ride to downtown Chicago.

### O'Hare Airport

There are taxi stands at the lower-level curb front (outside of baggage claim) at each terminal. Please make sure to use the designated taxi stands to ensure you have a licensed driver. For your protection, do not accept rides from drivers outside the taxi stand or on the departure level (second level) of the terminal roadways. All taxis should have a working meter to calculate the fare based on time and mileage. Fares are based on traffic conditions, but an average fare from O'Hare to downtown Chicago is \$30 to 40.

# Rental Cars

## Avis

AFSCME has partnered with Avis to provide rental cars at a discounted rate. If you wish to reserve a car please contact the Meetings and Convention Department at (800) 525-7537. They can ensure that you maximize your rental dollars.

**The Avis Worldwide Discount (AWD) number is T292799. Please mention AWD# T292799 when you call.**

Or you can reserve your car online using the following (case sensitive) link:  
<http://bit.ly/AFSCMEAVIS>

## Budget

AFSCME has partnered with Budget to provide rental cars at a discounted rate. The discount will range from 5 percent to 30 percent. If you wish to reserve a car please contact the Meetings and Convention Department at (800) 525-7537 to maximize your discount with additional coupons or promotions.

**The Budget Customer Discount (BCD) number is Y001199. Please reference BCD# Y001199 when you call.**

Or you can reserve your car online by using the following (case sensitive) link:  
<http://bit.ly/AFSCMEBUDGET>



## Important Rental Car Information

All rates have unlimited mileage.

Return to the same rental location or additional charges may apply.

Discounted rates are available July 7-25, 2014.

Rates do not include any state or local surcharges, tax, optional coverages or gas refueling charges.

Renter must meet the Budget and Avis age, driver and credit requirements.

# Chicago Public Transportation

Chicago is a walking city with an easily navigable downtown grid. Madison Street divides the city north and south, while State Street divides it east and west. The State/Madison intersection marks the point of origin for Chicago's address grid system. Addresses are relative to the distance from this mark, with eight blocks to every mile. So an address of 3600 North Clark means that it is 36 blocks north of Madison.

Knowing Chicago's grid system makes navigating the public transportation system even

O'Hare Airport and downtown, and the Red Line, with service between the North and South sides via downtown.

## Fare Options

You can buy a CTA Transit Card or a 1-day, 3-day or 7-day unlimited ride pass using cash (machines do not give change) or credit/debit cards at both airport and train stations.

Transit cards store cash value and can be used to pay your fare on CTA buses and trains as you go. Unlimited ride cards allow you to ride as much



easier. The Chicago Transit Authority (CTA) operates the nation's second-largest public transportation system — serving the city of Chicago and neighboring communities by rail and bus. For more information, detailed maps and a trip planner visit [transitchicago.com](http://transitchicago.com).

Chicago's 'L' trains or elevated trains serve 144 rail stations in the city, making the L one of the most efficient and affordable methods of transportation available. **Two lines operate 24 hours a day:** the Blue Line, which connects

as you want for the number of days (measured in 24-hour periods) specified on the card, beginning at the time you first use the card.

## From O'Hare and Midway Airports: O'Hare Airport

Blue Line train service operates via the L train and subway from O'Hare (on the northwest side of Chicago) to downtown. The normal travel time on the Blue Line from O'Hare to downtown is 40-45 minutes. Fare is \$5 to downtown.



Blue Line trains run 24 hours a day, seven days a week. All trains leaving the O'Hare station go through downtown.

A free transfer is available to connecting CTA train lines at designated stations. If you're coming from domestic and international flights arriving at Terminals 1, 2 or 3, follow signs in the airport to "CTA Trains" or "Trains to City." These will lead you to the train station. You can walk from the baggage claim to the train in under 10 minutes from any of these three terminals.

## Midway Airport

Orange Line train service operates from Midway (on the southwest side of Chicago) to downtown via the L train. The normal travel time to downtown from Midway is 20-25 minutes. Fare is \$2.25 to downtown.

Service operates all day, every day, except during overnight hours (roughly 1 a.m. to 4 a.m.) or after 11 p.m. on Sundays. Alternate overnight ("Owl") service is available via the N62 Archer bus. A free transfer is available to connecting CTA train lines at designated stations.

The fully accessible Midway station is situated just east of the airport terminal building and is connected to the airport via an enclosed walkway. Follow the signs to "CTA Trains" or "Trains to City" from the airport. An orange line painted on the ground will guide you there.

## CTA Buses

Most routes run daily through late evening, every 10 to 20 minutes. All scheduled routes have timetables. Always check the destination sign; not all buses travel to the end of the line. Full cash fare is \$2.25.

Buses stop about every two blocks at posted signs, which give basic route and service information. The Owl symbol indicates all-night service (Owl service runs every 30 minutes).

All buses are accessible. Operators deploy ramps on request. All stops are announced.

Please visit [ctabustracker.com](http://ctabustracker.com) to track arrival of a specific bus.

## Rail Stations and Convention Hotels

Several of the Convention hotels are located within a short walk of L train stations.

Harrison Station (Red Line)

*Hilton Chicago*

State/Lake Station (Brown, Green, Orange, Pink and Purple Lines)

*Hyatt Regency Chicago*

Monroe Station (Red Line)

*Palmer House*

Merchandise Mart (Brown and Purple Lines)

*Westin Chicago*

Please note: The following hotels are not located within easy walking distance to an L train station: *Hyatt Regency McCormick Place, Sheraton Chicago, Swissôtel.*

# CTA Map





# FORMS



**DEADLINE: JUNE 12**



## Affiliate/Council/Local Union Booth Request

**AFSCME 41st International Convention  
July 14-18, 2014, Chicago, Ill.**

**ONLY PRODUCTS MADE IN THE UNITED STATES, PREFERABLY BY UNION LABOR,  
MAY BE DISPLAYED, SOLD OR OFFERED.**

- Booths will be assigned on a first-come, first-served basis.
- Booths are approximately 10 x10 feet square, and include pipe and drape, one skirted 6-foot table and two chairs.
- Only Affiliate, Council and Local members and staff may sell, make or display merchandise or products. **No outside manufacturers, vendors or distributors of any kind are allowed to sell, make or display any products.**

PLEASE MAKE A COPY OF EACH COMPLETED FORM FOR YOUR RECORDS.

Affiliate/Council/Local # \_\_\_\_\_

Contact Person (Mr./Ms./Mrs.) \_\_\_\_\_

Address  work /  home \_\_\_\_\_

City/State/ZIP Code \_\_\_\_\_

E-mail \_\_\_\_\_  
(work) (personal)

Phone: \_\_\_\_\_  
(work) (personal)

List names of those authorized to set up and staff your booth area.

\_\_\_\_\_

Describe the product(s) or service to be displayed, sold or offered.

\_\_\_\_\_

Additional requirements may result in charge(s) that will be the responsibility of the requesting affiliate. In this case, the affiliate will be advised of charges and payment options for consideration and approval.

**NOTE:** You will be notified by June 19, 2014, of the status of your booth request. Information regarding shipping details will be included at that time.

RETURN completed form by **JUNE 12** to:  
AFSCME, Conference & Travel Services, 1625 L St. NW, Washington, DC 20036  
e-mail: [CTSHousing@AFSCME.org](mailto:CTSHousing@AFSCME.org) • Fax: (202) 452-4026





**DEADLINE: JUNE 24**



# Local Union Chairperson & Delegate Certification

**AFSCME 41st International Convention  
July 14-18, 2014, Chicago, Ill.**

This is to certify that the following persons are duly elected delegates to the 41st International Convention, July 14-18, 2014, at McCormick Place North, 2301 S. Lake Shore Dr., Chicago, Ill. 60616. If the delegate who is certified as "Chairperson" does not appear at the Convention, the regular delegates from this Local who are present will designate the "Chairperson" of the delegation.

Local Union Name \_\_\_\_\_ Local Union # \_\_\_\_\_

Chairperson Name \_\_\_\_\_

### DELEGATES

1. \_\_\_\_\_
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10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

### DELEGATES

13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_

### ALTERNATES

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

### ALTERNATES

13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_
22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_

Print Secretary's Name \_\_\_\_\_ Print President's Name \_\_\_\_\_

Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

**RETURN completed form in the enclosed postage-paid envelope  
postmarked by JUNE 24 to: AFSCME, Secretary-Treasurer  
1625 L St. NW, Washington, DC 20036**

PLEASE MAKE A COPY OF EACH COMPLETED FORM FOR YOUR RECORDS.

**DEADLINE: JUNE 24**



# Local Union Chairperson & Delegate Certification

**AFSCME 41st International Convention  
July 14-18, 2014, Chicago, Ill.**

This is to certify that the following persons are duly elected delegates to the 41st International Convention, July 14-18, 2014, at McCormick Place North, 2301 S. Lake Shore Dr., Chicago, Ill. 60616. If the delegate who is certified as "Chairperson" does not appear at the Convention, the regular delegates from this Local who are present will designate the "Chairperson" of the delegation.

Local Union Name \_\_\_\_\_ Local Union # \_\_\_\_\_

Chairperson Name \_\_\_\_\_

### DELEGATES

- 25. \_\_\_\_\_
- 26. \_\_\_\_\_
- 27. \_\_\_\_\_
- 28. \_\_\_\_\_
- 29. \_\_\_\_\_
- 30. \_\_\_\_\_
- 31. \_\_\_\_\_
- 32. \_\_\_\_\_
- 33. \_\_\_\_\_
- 34. \_\_\_\_\_
- 35. \_\_\_\_\_
- 36. \_\_\_\_\_

### ALTERNATES

- 25. \_\_\_\_\_
- 26. \_\_\_\_\_
- 27. \_\_\_\_\_
- 28. \_\_\_\_\_
- 29. \_\_\_\_\_
- 30. \_\_\_\_\_
- 31. \_\_\_\_\_
- 32. \_\_\_\_\_
- 33. \_\_\_\_\_
- 34. \_\_\_\_\_
- 35. \_\_\_\_\_
- 36. \_\_\_\_\_

### DELEGATES

- 37. \_\_\_\_\_
- 38. \_\_\_\_\_
- 39. \_\_\_\_\_
- 40. \_\_\_\_\_
- 41. \_\_\_\_\_
- 42. \_\_\_\_\_
- 43. \_\_\_\_\_
- 44. \_\_\_\_\_
- 45. \_\_\_\_\_
- 46. \_\_\_\_\_
- 47. \_\_\_\_\_
- 48. \_\_\_\_\_

### ALTERNATES

- 37. \_\_\_\_\_
- 38. \_\_\_\_\_
- 39. \_\_\_\_\_
- 40. \_\_\_\_\_
- 41. \_\_\_\_\_
- 42. \_\_\_\_\_
- 43. \_\_\_\_\_
- 44. \_\_\_\_\_
- 45. \_\_\_\_\_
- 46. \_\_\_\_\_
- 47. \_\_\_\_\_
- 48. \_\_\_\_\_

Print Secretary's Name \_\_\_\_\_ Print President's Name \_\_\_\_\_

Secretary's Signature \_\_\_\_\_ President's Signature \_\_\_\_\_

**To list additional delegates and alternates, attach additional pages to this page.**

**RETURN completed form in the enclosed postage-paid envelope  
postmarked by JUNE 24 to: AFSCME, Secretary-Treasurer  
1625 L St. NW, Washington, DC 20036**

PLEASE MAKE A COPY OF EACH COMPLETED FORM FOR YOUR RECORDS.



## Local Union Alternate Credential Instructions

**AFSCME 41st International Convention  
July 14-18, 2014, Chicago, Ill.**

The enclosed Alternate Credential forms have been designed for reporting those members elected by local unions as their local's alternate delegates. The provisions of Article IV, Section 9, of the International Union Constitution state that subordinate bodies may elect one alternate for each delegate. If your local chooses not to elect alternate delegates, you need not read further and may discard the enclosed Alternate Credential form. Should your local decide to elect alternate(s), please complete the Alternate Credential form following these instructions, after your local has held its election for delegates.

PLEASE MAKE A COPY OF EACH COMPLETED FORM FOR YOUR RECORDS.

1. Most local unions prioritize the order in which alternates serve based upon the election results. Following determination of which members have been elected as delegate(s), the member obtaining the next greatest number of votes becomes the first alternate, the member with the second highest number of votes becomes the second alternate, etc. Therefore, the credential has been designed so that your local may advise us of this prioritized order. Under the space for first alternate, you should enter the name, **AFSCME member number** found on the current membership card from the International Union (see page 24 for a sample of the membership card), address and personal e-mail address of the member elected as first alternate, as well as the local number and local name. The same procedure may then be followed for second alternate, third alternate, etc., if appropriate.

2. Should your local constitution state that a specific officer shall serve as alternate for an officer serving as automatic delegate, information regarding this officer should be entered under first alternate with a note that such alternate is an automatic alternate. This information will be verified during pre-registration processing at the International Union. If additional alternates were elected, these should be listed under the space provided for second alternate, third alternate, etc.

3. Should your local be entitled to elect more than three alternates, we have provided an Alternate Continuation Sheet on which you may enter the names of up to three additional alternates. Should your local be entitled to elect more than six alternates, additional copies of the Alternate Continuation Sheet have been enclosed. Simply revise the numbers fourth through sixth appropriately on any subsequent continuation sheets.

4. Under no circumstances may the number of alternates elected exceed the number of delegates elected. Should you list too many alternates, the alternates in excess of the number of delegates submitted will not be accepted.

5. Once all data has been entered on the Alternate Credential form and Alternate Continuation Sheet, if any, the form(s) should be **signed by both** the president and secretary of your local before mailing to the International Union.

6. The signed white copies should be forwarded with your Delegate Credential and local union Chairperson and Delegate Certification forms, if any, in the Convention Credentials return envelope. **These materials must be postmarked no later than June 24, 2014.** Credentials postmarked later than June 24, 2014, will be treated as irregular and the delegates/alternates will not be seated at the opening of the Convention.

## Local Union Alternate Credential Instructions

**AFSCME 41st International Convention  
July 14-18, 2014, Chicago, Ill.**

7. During registration at the Convention, those alternates to be seated as alternates (i.e., not replacing a delegate) will be formally registered during the normal registration hours until the close of registration at 1 p.m., Tuesday, July 15, 2014. If your local intends to bring both delegates and alternates to the Convention, please complete the lower portion of this form and return it with your credentials.

This information will enable us to better determine the number of alternates — who will actually be registered at the Convention as alternates — and seating at McCormick Place North.

**8. If a delegate will be replaced by an alternate, the alternate must register as a delegate before the close of registration at 1 p.m. on Tuesday, July 15, 2014.**

PLEASE MAKE A COPY OF EACH COMPLETED FORM FOR YOUR RECORDS.

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### ALTERNATE ATTENDANCE INFORMATION\*

Local \_\_\_\_\_, \_\_\_\_\_  
(Number) (Name)

Intends to bring, in addition to our regular delegates, the following alternate delegates to be seated as alternates at the Convention.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

\* Please attach this form to your Local Union's Alternate Credential form; mail them to the International Union in the Convention Credentials return envelope postmarked no later than **June 24, 2014**. If you have more than 12 alternates attending, you may list their names on a separate sheet and attach it with the names of the first 12 alternates who will be attending.

**RETURN completed form in the enclosed postage-paid envelope  
postmarked by JUNE 24 to: AFSCME, Secretary-Treasurer  
1625 L St. NW, Washington, DC 20036**

# Credentials Checklist

To ensure that your credentials are in order, please review this checklist prior to mailing your credentials in the postage-paid Convention Credentials return envelope.

- Is all of the information you have entered on the credentials legibly printed in ink or typed?
- Is the spelling of the delegate's name correct? Please check with the delegate, as this information is used to prepare delegate badges and entered into the Credentials Committee Report.
- Is the delegate's **AFSCME Member Number** indicated? This information is necessary for the Convention Registration System and the Convention Housing System. The Member Number is located on all current AFSCME membership cards (see page 24).
- Is the home address of the delegate correct?
- Have you entered the delegate's e-mail address, if any? The delegate's housing confirmation will be sent via e-mail.
- Have you indicated whether the delegate was elected by the membership or is an automatic delegate? If the delegate was elected by the membership please enter the date of the delegate election. If the delegate is an automatic delegate by virtue of an office per your local's approved constitution, please indicate whether the officer was elected by the membership or by the executive board, and provide the officer position held and date of the officer's election. **(Note: This information will be verified with the approved constitution on file at the International Union.)**
- Have you indicated the name and number of the local, of which the delegate is a member, as well as the name and number of your own local? Even though these are the same, if the delegate is a member of your local, it is essential that you provide this information.
- If your local has elected a member of another local to serve as your delegate, has this member also been elected a delegate for his/her own local or council? **Unless the member you elected as your delegate has been elected as a delegate from his/her own local or council, he/she may NOT represent your local as your delegate.**
- If your local has elected an alternate delegate(s), have you entered the name and address of each alternate on the enclosed Alternate Credential form? Please be certain that the names are entered onto the form in the prioritized order, i.e., first alternate, second alternate, etc. Please note that the number of alternates may not exceed the number of delegates elected. If your local is entitled to elect more than three alternates, an appropriate number of Alternate Continuation forms have been enclosed.
- If your local will send more than one delegate to the Convention, have you completed the Local Union Chairperson and Delegate Certification (pages 39-40), and designated which delegate is the chairperson of your delegation?
- Have **BOTH** officers of the local signed the Delegate Credential, Alternate Credential, and Local Union Chairperson and Delegate Certification forms (if any)? If your local does not have a secretary, the credential may be signed by any officer holding an office with the title of secretary, such as recording secretary, secretary-treasurer, corresponding secretary, financial secretary, etc. If you have recently held elections, please forward a form F-64L and/or a listing of your new officers to the International Union with your credentials.





# 41st International Convention

Chicago, Ill.

July 14-18, 2014

American Federation of State,  
County and Municipal Employees,  
AFL-CIO  
1625 L Street, NW  
Washington, DC 20036

**afscme.org**

Lee Saunders  
*International President*

Laura Reyes  
*International Secretary-Treasurer*

