

## **Annual Meeting Information**

**Note: AMO is Annual Meeting Office**  
**5/11/2010**

### **Annual Meeting Office**

The AMO will be in the New Orleans Ernest N. Morial Convention Center, Room 244-245. Staff responsible for Annual Meeting logistics will work out of this location. A list of staff will be posted on InsideNEA. The AMO will open on June 27 and operate through July 6. The official hours of operation will be as follows:

**June 27:** 12:00 pm – 5:00 pm

**June 28 & 29:** 9:00 am – 5:00 pm

**June 30 - July 1:** 8:30 am – 5:30 pm

**July 2 – 6:** 6:00 am – 30 minutes after the end of the RA

### **Annual Meeting Theme:**

NEA 2010: Turning Hope Into Action

### **Baggage Check**

A supervised baggage check will be located in Lobby D of the convention center. Luggage will be accepted beginning at 7:00 a.m. on July 6. The baggage check area will close 15 minutes after the close of the Representative Assembly.

### **Blood Donation Drive and Bone Marrow Screening**

NEA plans to operate a blood donation drive and bone marrow screening to assist the citizens in the host city. The Blood Drive and Bone Marrow Screening will take place July 1 & 2 in the Expo Hall (Hall H) of the convention center.

### **Book Drive**

This year we will have a special book collection to donate books to libraries devastated by Hurricane Katrina. Bring your new or gently used books to the booth in Hall H.

### **Caucus Meetings**

Current schedule of state caucus meetings is posted on Inside NEA,

<http://insidenea.nea.org/Departments/CFM/AM10/Pages/StateCoordinatorsInformation.aspx>

### **Childcare Services for Annual Meeting**

NEA offers child care services to delegates at the Annual Meeting. NEA has contracted with ACCENT on Children's Arrangements, Inc., the same service used in past years to manage the Child Care Center and Club NEA. There are two types of services: ChildCare/Camp NEA for children 6 months to 9 years and Camp NEA for children of ages 10 to 16. Details, including application forms are posted on nea.org. <http://www.nea.org/grants/38564.htm>

**The Child Care Center is limited, so we advise delegates to reserve a place by completing the reservation form and sending it as soon as possible.**

### **Childcare Services for Official Pre-Convention Activities & Human & Civil Rights Dinner**

We are offering the possibility of providing child care services at pre-convention meetings and during the Human and Civil Rights Dinner. There will be no Club NEA for pre-convention and evening events. Older children may be placed in child care. **It is important to understand that child care at the pre-convention meetings will be available only if we hear in advance (by June 13) that such service is desired.** See childcare information posted on nea.org, <http://www.nea.org/grants/38564.htm>

### **Community Outreach**

Volunteers are needed for Outreach to Teach (refurbish a local school), Read Across America (read to children), work at Food Bank and Habitat for Humanity among other activities. For information and contacts, see the Community Outreach information posted on nea.org <http://www.nea.org/grants/38564.htm>.

### **City Information on New Orleans**

New Orleans Convention and Visitors Bureau has provided a very useful website for our meeting that includes maps, airport information, tourist attractions, etc. <http://www.neworleanscvb.com/mini/index.cfm/minisiteID/249/hit/1/>

### **E-Mail Center**

NEA will provide computers for delegates to check e-mails. Consistent with past practice, computer time will be limited to 15 minutes to allow access to all delegates. The E-Mail center will be located in Hall E.

### **Essence Music Festival**

Essence Music Festival is scheduled July 2-4. For information regarding evening performances, visit <http://www.essencemusicfestival.com/home.php>

### **Fundraising Information**

Delegates are encouraged this year to bring a minimum voluntary contribution of \$180 for The NEA Fund for Children and Public Education. The standard envelope contribution collection process and labeling system initiated for The NEA Fund several years ago will be utilized again for this Annual Meeting, and all delegations will be asked to use the envelopes in their delegates' envelope books for collecting and transmitting contributions. Delegates will be mailed reminder information and their contribution identification labels for the envelope collection system in pre-RA mailings. They will receive their envelope packet upon registering at the RA.

**New This Year: Your Delegate ID Smart Card can be used to make voluntary credit card contributions at The NEA Fund Kiosk. It's easy, secure and fast!**

The NEA Fund theme for this year is *“Join the PAC Builders Crew to Help Build your Political Power.”* For contact information about PAC Fundraising and the Giveaway, please contact PAC

Coordinators Brian Dunn at 202-822-7303 ([bdunn@nea.org](mailto:bdunn@nea.org)) or Jerry Ritzel at (202) 822-7314 ([gritzel@nea.org](mailto:gritzel@nea.org)).

## **Green Delegates**

Green delegates don't need to have a laptop in New Orleans. Just to be clear, please read the following note that was included in several recent RA newsletters. They will receive an invitation to visit the D2D web site prior to the RA, to review the materials (perhaps print those documents they really want to bring to the RA) and to confirm their participation in the Green pilot initiative. When they register at the RA they will not receive the paper packet because all the materials are already posted on D2D in advance of the RA.

### **MORE on Green Delegates**



As previously discussed, checking the Green Participant box on the delegate record only alerts us of the delegate's *intention* to "go green" and provides a heads-up on how many delegates are interested in this option. The delegates who provide a personal email address will receive an invitation to join the *Dennis2Delegates (D2D)* web site where they can actually review the available resources before exercising/confirming their option.

In June each certified delegate will receive a standard size 10 envelope. Inside there will be a smartcard, credential/registration form, The NEA Fund labels, pre-register Guest form, and a Green flyer to explain how to obtain other materials. There is no second mailing packet (used to contain the NEA Policy Statement, Preliminary report of the Resolutions Committee, campaign flyers, etc.).

## **Headquarters Hotel**

### **Hilton New Orleans Riverside**

2 Poydras Street  
New Orleans, LA 70130  
504-561-0500

## **Help for the Homeless**

In recent years, Annual Meeting delegates and guests have provided support to homeless individuals in the host city. This support has included cash contributions, donated canned goods and donated unused toiletries.

School supplies will be collected for needy children in the Food Bank Booth. Delegates are encouraged to bring or buy items for distribution. Books will also be collected. (See book drive.)

## **Physically Challenged Delegates**

The Physically Challenged deadline is June 1. Also, please note some changes for this year including a published bus schedule for Physically Challenged Transportation. An important change is being made and effective this year due to legal restrictions and capacity issues. To comply with fire codes and accommodate the growing number of delegates in the Physically Challenged Seating area of the RA Floor, tables will no longer be provided. Seating in the Physically Challenged section will be reserved in order of request. For details, visit <http://www.nea.org/grants/38564.htm>

### **Pre-Convention Meetings**

Information regarding Joint Conference on Concerns of Women and Minorities, Student Leadership Conference, and NEA-Retired Annual Meeting is posted on Inside NEA, <http://insidenea.nea.org/Departments/CFM/AM10/Pages/PreConventionEvents.aspx>

### **Production for Official State Association Business**

The RA Computer Work Room will be located in Hall E specifically designated for State staff responsible for preparing state caucus materials and newsletters. There will still be a delegate workroom with enforced time limits for delegates who wish to use e-mail but those with official responsibilities for state materials will no longer need to compete for time and space (see Message Center/E-mail room).

### **Program Book**

The official NEA program will be available in late June in pdf format and posted on NEA.org under Conference Materials, <http://www.nea.org/grants/38564.htm>

### **Safety Tips**

Whenever one travels, safety precautions should always be taken. This includes within the convention center and on the RA Floor. Here are a few tips:

- *Be aware of surroundings and other people.*
- *Don't pull over just because someone flashes car lights. It may not be a police car.*
- *When away from the Annual Meeting events, remove your credentials badge.*
- *Never flash sums of money or expensive items in public. Use traveler's checks where possible.*
- *Don't place your purse on the back of your chair in public areas.*
- *Use hotel safe deposit boxes for valuables.*
- *Travel in groups where possible.*
- *When using an automatic teller machine, use one in a well lighted, populated area, preferably in the company of others.*
- *On the RA Floor, keep your valuables in a safe place where you can keep an eye on them at all times.*
- *Use security locks when in your hotel room.*
- *Never open your hotel room door to a stranger. Verify a visit by hotel personnel with the front desk.*
- *Beware of distractions set up by potential pickpockets on the street or in crowds.*
- *Carry money separately from credit cards. Carry purses close to your body and wallets in secure pockets.*
- *Avoid poorly lighted areas.*

### **Shuttle Bus Transportation**

The routes are posted on nea.org. <http://www.nea.org/grants/38085.htm> In mid to late June, the shuttle bus schedule will be posted on nea.org as a pdf file. This is the same document that will be

available on-site at hotels and the convention center. The brochure includes the transportation guidelines, which are as follows:

- NEA provides busing to state delegations housed in Official Hotels that are not designated “Walking Hotels.”
- NEA provides transportation for official NEA Annual Meeting functions only. State Delegation functions or excursions should be arranged separately.
- NEA operates continuous shuttle service for the first 2 and 1/2 days only.
- NEA provides transportation to state delegation meeting sites with service from delegation meeting to convention center once the Representative Assembly begins, i.e. if your delegation caucuses at another hotel, shuttle service will transport you from that hotel to the convention center. The shuttle will not return to your hotel.
- If the time of the delegation meeting is changed or meeting is cancelled, coordinators should provide adequate notice to the Annual Meeting Shuttle Bus Office.

### **Support Groups**

In response to a NBI from 2009, we promised to publicize the availability of local support groups in New Orleans for those needing assistance. This information is posted on nea.org under Delegate Resources. <http://www.nea.org/grants/38564.htm>

### **Telephone Numbers in New Orleans**

Annual Meeting Office 504-670-5806  
Physically Challenged Services Office 504-670-5811  
Shuttle Office 504-670-5800

### **Travel to New Orleans**

Information regarding air travel, car rentals, and Super Shuttle are posted on nea.org. <http://www.nea.org/grants/38547.htm>

### **UniServ Referral Program**

See information posted on nea.org under Agenda and Key Events, <http://www.nea.org/grants/1357.htm>