

## 2009 CEA Representative Assembly Delegate Packet

**Remember to bring this advance packet as well as your attached drink tickets to the RA.  
No additional tickets or packets will be available.**

### **Delegate Parking**

- Day and Overnight Attendees  
Complimentary parking is available at both the Crowne Plaza Hotel Cromwell and the Cromwell Courtyard by Marriott. All events take place at the Crowne Plaza and there are 598 parking spaces and in a 2 level garage.

### **Hotel Registration**

- Bring the confirmation number provided to you by your respective hotel.
- Hotel check-in time is 3 pm at both the Crowne Plaza and the Courtyard.
- Upon check-in, every delegate must provide the hotel with a method of payment for charges.

If you do not wish to provide a credit card the **Crowne Plaza Hotel** requires a cash or check payment totaling one nights room and tax as well as \$30 for incidental charges and a \$100 security deposit. Any remaining balance owed to you will be reimbursed upon check-out. Please note if you paid in the form of a check, the Crowne Plaza will cut and mail you a refund within three weeks.

The **Courtyard** requires a cash or check payment totaling one nights room and tax as well as \$250 deposit for incidental charges and a security deposit. Any remaining balance owed to you will be reimbursed upon check-out. Please note if you paid in the form of check, the Courtyard will cut and mail you a refund within three weeks.

**\*\*Both properties require high deposits due to the no smoking policies\*\***

- Check-out is promptly at 12pm. Delegates who provided a credit card upon check-in and agree with the in-room invoice, may leave keys in the room and check out through the television video check out. Guests who paid via cash or check should settle at the front desk.
- All reservations and special requests are on a first-come, first-served basis.
- Cancellation policy is 5 business days prior to arrival. After April 30<sup>th</sup> all guests cancelling will be charged one night room and tax.

### **Delegate RA Registration**

- Delegates must register by county in the rear area of the main lobby at the Crowne Plaza. Registration will be arranged alphabetically by local affiliate names within each county. Registration will be open during the following hours:  
Friday, May 1<sup>st</sup> 3:30-8 pm  
Saturday, May 2<sup>nd</sup> 8:30-9:30 am

## **Shuttle Service**

- Shuttle service will be provided by the Crowne Plaza between the Courtyard by Marriott and the Crowne Plaza Cromwell. Shuttles will run during the following hours:  
Friday, May 1<sup>st</sup> 3:15-7:30 pm and 10:30 pm-2 am  
Saturday, May 2<sup>nd</sup> 6:30-9:30 am and 12 pm-4:30 pm (or ½ hour after the close of the RA, whichever comes first)

## **Voting Registration and Voting**

- Please refer to Voting Procedures in Tab J
- Voting registration and voting will take place on Saturday, May 2<sup>nd</sup> 12 pm-1 pm. However, this process may vary slightly to accommodate the needs of the RA. If a run-off election is necessary, voting will be from 2:30-3:30 pm and subsequent run-offs will be announced by the chair.

## **Caucus and Hearing Times and Locations**

- Please refer to the 2009 CEA Representative Assembly Caucus/Hearing Notice

## **Complimentary Breakfast Buffet and Beverage Tickets**

- CEA invites you to join us for a complimentary breakfast buffet on Saturday, May 2<sup>nd</sup> from 6:30 am-8:45 am in the Gardens area (just past the pool) of the Crowne Plaza Cromwell. Delegates' names will be either checked off a list or by name badge for entry.
- Attached are two beverage tickets to be redeemed at the concession stand in the exhibitor area of the Crowne Plaza. Each beverage ticket may be redeemed for: one 12oz. coffee or tea or one 12 oz. soft drink (can).
- The concession stand will offer a variety of beverages and snacks and will be open on Friday, May 1<sup>st</sup> from 3:30-10:30 pm and Saturday, May 2<sup>nd</sup> from 8:30 am-2 pm (or ½ hour after the RA closes, whichever occurs first).

## **Evaluation Forms, Name Badges/Lanyards and Binder Recycling**

- Please take a few moments to complete the RA Evaluation found in the front pocket of the RA Binder. Completed cards may be returned in the box provided in the exhibitor area or may be mailed to CEA.
- Beginning at 12 pm on Saturday, boxes will be provided in the exhibitor area so delegates may recycle the name badges, lanyards and binders.

## **After Hours at the RA**

- Jazz Trio at Sheffield's
- After Party in the Nutmeg room featuring a DJ Dance Party
- Both entertainment options begin at 11:30 pm or ½ hour after the RA adjourns, whichever comes first

## **Special Needs**

- Pursuant with the American Disabilities Act (ADA) anyone requiring special accommodations to fully participate in the RA must contact Elizabeth Antonopoulos in advance of the RA to discuss specific needs.

**For Additional visitor information please visit the following websites:**

[www.enjoyhartford.com](http://www.enjoyhartford.com)

[www.middletowndowntown.com](http://www.middletowndowntown.com)

[www.visitriver.com](http://www.visitriver.com)