



TO: Local Presidents/CEA RA Delegates

FROM: Patrice Lundgren and Natalie Lynne Smith, CEA RA Co-Chairpersons

RE: **CEA RA Successor Information**

DATE: March 2009

The attached form has been developed in order to streamline the process for registering CEA RA **successors**. Please use this form as soon as you know there will be an elected successor replacing an elected delegate at the CEA RA. This form complies with the CEA RA Standing Rules B. Credentials, II. Issuing Delegate and Successor Credentials/Lost Credentials (copy attached).

Submit the attached form to Cheryl Hampson by mail or fax (860/725-6323) or bring to CEA RA registration on Friday May 1 between 3:30 and 8:00 p.m. or on Saturday, May 2 between 8:30 – 9:30 a.m. All CEA RA forms and pertinent information can be found at <http://www.cea.org/about/ceara2009/>.

Successor delegates should check with the person they are replacing regarding hotel reservations, which is the responsibility of the delegate/alternate.

Thank you for your cooperation.

*PL:NLS:mmt
RACORR3/A-4/RACURRENT69/G
Attachments: Successor Form
Hotel Registration Procedures*

SUCCESSOR FORM

This is to certify that _____ has been duly elected
as an successor to replace _____ as a delegate on
Friday only Saturday only Friday and Saturday
in _____ (local).

The RA delegate packet **must be** transferred to the successor. There will be no extra packets available at the RA.

Local

County

Print Name of Local President

Signed by Local President

Home Address of Local President

Home Phone of Local President

Dated

Name of Senior County Director

If hotel accommodations are required for the successor, please refer to the attached information on hotel registration procedures.

Return to Cheryl Hampson by mail or fax 860/725-6323 or
bring to RA registration on Friday, May 1 between 3:30 - 8:00 p.m.
or Saturday, May 2 between 8:30 - 9:30 a.m.

Successor delegates should check with the person they are replacing regarding hotel reservations. Those delegates being replaced are responsible for the cancellation of their hotel reservation.

OVERNIGHT ACCOMMODATIONS AND HOTEL REGISTRATION PROCEDURES

The hotel industry requires a one-night room deposit for all overnight accommodations. As a result, the following hotel registration procedures are required for the CEA RA.

1. Overnight accommodations are being provided at the Crowne Plaza Hotel Hartford-Cromwell, and the Courtyard Hartford Cromwell in Cromwell.
2. Time is of the essence when making a hotel reservation. All properties are booked first-come, first-served. **Convention prices will be honored only until Friday, April 4, 2008**, after which time any rooms still available will be offered at rack rate, only.

Please make note of the following CEA RA hotel registration procedures at these properties.

1. All delegates are responsible for making their own overnight accommodation reservations.
2. To make a reservation, all delegates must contact these properties' Reservations Departments directly no later than **Friday, April 4, 2008**. After April 4 reservations will be received on a space availability basis and at rack rate only. The Crowne Plaza may be reached at 860/635-2000 ext 356 and the Courtyard at 860/635-1001.
3. When contacting the hotels, all delegates will be required to:
 - a. Reference "CEA" to take advantage of the convention rate (\$95 plus applicable taxes for single and double accommodation, and \$105 plus applicable taxes for triple and \$115 plus applicable taxes for quadruple accommodation).
 - b. Provide a credit card to guarantee their reservation.
 1. If a delegate does not have a credit card and they book at the **Crowne Plaza**, they must mail full payment in check form for their stay within one (1) week of making the reservation. If this payment is not received with the requisite one (1) week, the reservation will be cancelled. Check-in time is no earlier than 3:00 p.m. and check-out time is no later than 12 noon.

OVERNIGHT ACCOMMODATION AND HOTEL REGISTRATION PROCEDURES continued

2. If a delegate does not have a credit card and they book at the **Courtyard**, their reservation will be held only until 6:00 p.m. on the date of arrival. If a delegate plans to arrive at the Courtyard after 6:00 p.m., they must mail full payment in check form. If this payment is not received within two (2) weeks of the date of arrival, the reservation will be cancelled. Check-in time is no earlier than 3:00 p.m. and check-out time is no later than 12 noon.
- c. Upon check-in at the hotels, guests will be expected to provide a form of payment for incidental purposes. If a delegate does not have a credit card:
1. The **Crowne Plaza** will accept cash or a check in the amount of \$30.00 per day for incidentals. If a check is used, any monies not used will be mailed back to the delegate in check form following the completion of the RA, only.
 2. The **Courtyard** will accept cash or a check in the amount of \$20 per day for incidentals. Delegates without a credit card may also opt to add this \$20 charge to the check they're sending to guarantee their room (3.b.3. above). Any monies not used will be refunded when checking out.