

## **Fall 2024 New Presidents' Training Info Sheet**

**The New Presidents' Training will begin on Friday, September 13 at 5 p.m., and end on Saturday, September 14 at 5 p.m. at the NEA-Alaska Office in Anchorage (4100 Spenard Rd.).** NEA-Alaska will provide Friday dinner, Saturday's breakfast and lunch. All other meals will be on your own.

### **REGISTRATION:**

To register for the training and request overnight accommodations, please fill out the registration form through this link: <https://neaalaska.org/professional-excellence/conferences-events/events/2024-new-presidents-training>

### **LODGING:**

You will receive hotel confirmation based on the information provided on your registration. If you have questions, please contact Susie Smythe at [Susie.Smythe@neaalaska.org](mailto:Susie.Smythe@neaalaska.org).

You will present your own credit card upon check-in for incidentals. The hotel will be direct-billed to NEA-Alaska.

NEA-Alaska will reimburse up to 2 nights lodging (Friday & Saturday, depending on flight availability) expenses in accordance with the NEA-Alaska travel policy based on single occupancy.

### **AIRLINE TRAVEL:**

**NEA-Alaska will reimburse round-trip airfare (best possible fare prior to August 18th) to Anchorage to attend the New Presidents Training.** Remember to book your flights well enough in advance to qualify for the lower cost fares. You must provide a copy of your itinerary – showing how the ticket was paid – boarding passes and attach them to your reimbursement form. Please include cab or rideshare receipts (from/to airport) and if you share transportation, indicate their name(s) on the reimbursement form.

### **REIMBURSEMENT:**

Receipts must be attached to your completed travel reimbursement form and submitted to our Juneau office (Attn: Lynn Metcalfe 201 Main St #300 Juneau, AK 99801). The reimbursement form will be provided via email and at the training.

**Participants are required to bring the following items to maximize the productivity of the training:**

- **A laptop computer or tablet with full keyboard functionality.**
- **A list of all district employees in your bargaining unit by site (Certificated/ESP) This is available through your district office.**
- **List of all new hires (most current version) This is available through your district office.**

- **Your local's Constitution & Bylaws, and any policy documents.**