Teamsters Leadership Academy

# Announcement

## *Arbitration: Building Skills, Knowledge and Confidence*

**IBT Headquarters, Washington, DC**

**March 12-14, 2013**

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The IBT Training and Development Department will conduct a TLA on Arbitration for local union officers and business agents at IBT Headquarters in Washington, DC. Instructors will provide the basics of handling a case including preparation for arbitration, evidence and witnesses. Although focus is on the arbitration process, principles can be applied to panel and committee hearings. Participants will learn these skills through mock hearings and receive "bench decisions" from arbitrators.

**NOTE: Before making travel arrangements, please contact Marie Nolan in the Training and Development Dept. at (202) 624-8965 to confirm space availability.**

**WHO:** **Local Union Officers & Business Agents**

**WHEN:**

**Tuesday, 3/12/13**
Registration: 8am – 9am

**Tuesday - Thursday, 3/12-14/13**
Program: 9am - 5pm

**WHERE:** **IBT Headquarters**
25 Louisiana Avenue, NW
Washington, DC
202-624-8117

**HOTEL:** **List of suggested hotels attached.**

To make reservations, please call the hotel(s) directly or contact the Teamsters Travel Department at 1-800 428-3591 for assistance. Affiliates are responsible for the cost of their own transportation and lodging. Continental breakfast and lunch will be provided each day.

**COST:** There is a registration fee of $165.00 per person for this program. Please make checks payable to *IBT* and return with your registration form to Marie Nolan, IBT Training & Development Department, 25 Louisiana Avenue, NW, Washington, DC 20001. Or, fax this registration to 202-624-6851 and bring your payment with you to the program.

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# Registration

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Mr. _____ Mrs. _____ Ms. _____

Name: _____

Email: _____ Local Union/Other: _____

Position/Title: _____

How long in this position? _____

Have you made hotel reservations yet? Yes ____ No ____ Hotel not required ____

Arrival date: _____ Departure date: _____

Would you like your confirmation letter **emailed** or sent through the **USPS**? **(Please circle one.)**

Please tell us about your background with the Teamsters Union to give us an idea of your level of experience.

_____

_____

_____

_____

Have you prepared and presented any cases for arbitrations or panel hearings? If so, how many? _____

Please return this form with your payment to:

Marie Nolan
IBT Training & Development Department
25 Louisiana Avenue, NW
Washington, DC 20001

Or, fax this registration to 202-624-6851 and bring your payment with you to the program. If you have any questions, please call Marie at 202-624-8117. Thank you.

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## Arbitration: Building Skills, Knowledge and Confidence
### March 12-14, 2013

## Suggested Area Hotels

1. **Affinia Liaison Capitol Hill**
   415 New Jersey Ave., NW
   Washington, DC 20001
   Phone: 1-202-638-1616
   Fax: 1-202-638-0707

   Hotel is located on Capitol Hill.

2. **Washington Court Hotel**
   525 New Jersey Ave., NW
   Washington DC 20001
   Phone: 1-202-6282100
   Fax: 1-202-879-7918

   Hotel is located on Capitol Hill

3. **Hyatt Regency Washington**
   400 New Jersey Ave., NW
   Washington, DC 20001
   Phone: 1-202-737-1234
   Fax: 1-202-737-5773

   Hotel is located on Capitol Hill

4. **The Churchill**
   1914 Connecticut Ave., NW
   Washington, DC 20009
   Phone: 1-202-797-2000
   Fax: 1-202-328-1984

   Hotel is a 10min walk to Dupont Circle Metro.

5. **L' Enfant Plaza**
   480 L' Enfant Plaza SW
   Washington, DC 20024
   Phone: 1-202-484-1000
   Fax: 1-202-646-5060

   Metro Station is beneath the hotel.

6. **Melrose Washington**
   2430 Pennsylvania Ave., NW
   Washington DC 20037
   Phone: 1-202-955-6400
   Fax: 1-202-775-8489

   Hotel is 5-7min walk from Foggy Bottom Metro.

7. **Fairfax at Embassy Row**
   2100 Massachusetts Ave., NW
   Washington, DC 20008
   Phone: 1-202-293-2100
   Fax: 1-202-293-0641

   Hotel is about 1 ½ blocks from Dupont Circle.