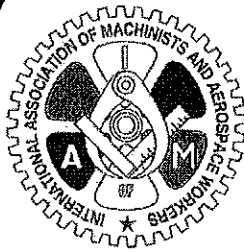


**International
Association of
Machinists and
Aerospace Workers**



9000 Machinists Place
Upper Marlboro, Maryland 20772-2687

Area Code 301
967-4500



OFFICE OF THE INTERNATIONAL PRESIDENT

GL-2 Legislative
February 23, 2016
Subject: 2016 Legislative Conference

To All Local Lodge Recording Secretaries in the United States

Dear Sisters and Brothers:

The International Association of Machinist and Aerospace Workers 2016 Legislative Conference will be held on Monday, May 9th until its adjournment at 12:00 p.m. on Thursday, May 12th at the Hyatt Regency Washington, 400 New Jersey Avenue, N.W., Washington, DC, 20001-1527.

Delegate registration will be held from 9:00 a.m. until 12:30 p.m. on Monday, May 9th and from 8:00 a.m. until 9:00 a.m. on Tuesday, May 10.

The opening session will begin on Monday, May 9th at 1:30 p.m. General Vice President Diane Babineaux will open the conference and will be permanent chair and International President Robert Martinez, Jr. will deliver the keynote address. General Sessions will begin at 9:00 a.m. until noon on Tuesday, May 10th and Wednesday, May 11. There will be no sessions scheduled for Tuesday and Wednesday afternoons so that delegates may lobby on Capitol Hill. **All delegates planning to attend the 2016 Legislative Conference should pre-schedule meetings with their Congressional District Representative as well as Senators for Tuesday and Wednesday afternoon.**

We will host a Congressional reception on Wednesday evening, May 11th and conclude on Thursday morning with a session dedicated to a Conference review and delegates' lobbying efforts on the Hill.

With best wishes, I remain

Fraternally yours,

Robert Martinez, Jr.
International President, IAMAW

RM/tcs

Attachments: Hotel Reservation Form, Delegate Questionnaire

cc: Executive Council/GVP, All COSs, GLRs, SRs, DBRs, BRs, GCs, GLAs, Organizers, DL Presidents, DL STs, LL Presidents in the United States, LL STs, Territory ED REP and COMM REP, WWW Directors, TCU Lodge Officers, HQ Directors and State Council President

2016 LEGISLATIVE DELEGATE QUESTIONNAIRE

Complete questionnaire and return **NO LATER THAN MAY 2, 2016** to:

IAM&AW Legislative Department
423 New Jersey Avenue, SE
Washington, DC 20003
Or fax to: (202) 420-5903

AND SEND A COPY TO YOUR RESPECTIVE GVP

PLEASE TYPE OR PRINT LEGIBLY – PLEASE FILL OUT A SEPARATE QUESTIONNAIRE FOR EACH DELEGATE WHO WILL BE ATTENDING

Name: _____

Title: _____

Business Address: _____

District Lodge: _____ Local Lodge: _____ GVP: _____

Business Phone#: _____ Business Fax#: _____

Home Address: _____

Home Phone #: _____ Cell Phone #: _____

E-Mail Address: _____

Name of Spouse/Guest(s) Attending: _____

Arrival Date: _____ Departure Date: _____

Representative Name: _____

Congressional District: _____

Appointment Date/Time: _____

Please enter how you want your name badge to read:

Name: _____

Title: _____

District Lodge: _____ OR Local Lodge: _____

NOTE: HOTEL RESERVATIONS MUST BE MADE NO LATER THAN APRIL 1, 2016.

IMPORTANT MESSAGE

TIME IS OF THE ESSENCE FOR BOOKING ROOMS

Reservations must be made by April 1st, therefore it is advised that you make your reservations as soon as possible. IT IS MUCH EASIER for you to cancel your reservations than to wait until the cut-off date of April 1st, 2016. After that date the hotel does not have to honor our rate (and RARELY does) and there may not be any rooms available regardless of the rate.

PLEASE NOTE THE HOTEL HAS A 48 HOUR CANCELLATION POLICY- PLEASE CANCEL BY 2:00 p.m. Eastern Time TWO DAYS PRIOR TO ARRIVAL TO AVOID A ONE NIGHT'S ROOM AND TAX PENALTY.

We are requesting that you bring a personal check (no cash) to cover the MNPL contribution of \$60.00.

IAMAW 2016 Legislative Conference
Hotel Reservation Form

May 8 - 12, 2016
Hyatt Regency Washington on Capital Hill
400 New Jersey Avenue NW
Washington, DC 20001

Please mail, fax or email this form to:

Mail: Metropolitan Travel Services
4520 Old Columbia Pike
Annandale, VA 22003

Fax: (703) 245-4033

Email: resv@metropolitantravel.com

(Please PRINT or TYPE)

Rooms are not guaranteed unless this form is received by Metropolitan Travel Services by April 1, 2016

Full Legal Name: _____ / _____
(Last Name) (First Name)

Address: _____ / _____ / _____
(City) (State) (Zip Code)

Email: _____

Cell: (_____) _____ - _____ Fax: (_____) _____ - _____

Hotel Arrival Date: ____/____/____ Hotel Departure Date: ____/____/____

Check in time is 3:00 pm. Check out time is 12:00 pm. Sleeping room rate is \$321.00 single/double per room per night, plus tax. If sharing a room, please list the names of the guests on the reverse side of this form.

In order to confirm your reservation, you must provide a credit card below for guarantee only. The credit card will be charged at check in. If you do not wish to write down your credit card information, please contact our office at (703) 941-8186 or (800) 662-6363 and provide it directly to Brit. Cancellation requests must be received by 2:00 pm two (2) days prior to arrival date in order to avoid a cancellation fee.

Form of Payment:

Credit Card Type: _____

Name as it appears on card: _____

Credit Card #: _____ Expiration Date: ____/____

Name of Delegate: _____ / _____
(Last Name) (First Name)

Guest Name: _____ / _____
(Last Name) (First Name)

Arrival Date: ____/____/____ Departure Date: ____/____/____

If you have any special requests or would like accessibility for a guest with disabilities, please advise.
