



January 30, 2020

RE: REGISTRATION WILL OPEN ON FEB. 1 FOR LERA'S 72nd ANNUAL MEETING

Thank you for participating at the “LERA 72nd Annual Meeting, June 13-16, 2020 in Portland, Oregon” as a **Chair, Co-Chair, Presenter, Panelist, or Discussant**. On behalf of the program committee chair Adrienne Eaton, I welcome you to the program.

You may have participated at LERA Annual Meetings before, and if so, I thank you. If this is your first meeting, or you need a refresher on “what to do, and when to do it”, then you will find complete details for each role on the program at our “[Participant Information](#)” webpage.

1. First, make sure your session [information is correct in the program](#). We will be printing this in a final program that we will distribute at the meeting, and we want your information to be accurate.
2. Do you know who your **session chair is**? You can find that in the program. This is the individual who is responsible to coordinate your session, set time limits, introduce speakers, moderate Q&A, and provide session participants with information needed to participate. *(If you are acting as Chair or Co-Chair, please read [this](#) now.)*
3. Plan to **bring a laptop, and any files** needed on a **thumb drive**. PC machines are recommended. (LERA will not have any laptops available at the conference, and often there are compatibility issues between Apple products, like iPads and iMacs, and the LCD projectors. If you do choose to bring an Apple laptop, you will also need to bring the connecting cords to link to the LCD projector.)
4. You can [register for the meeting beginning Feb. 1, 2020](#), and the best conference rates are available through the early-bird registration deadline of **March 25, 2019**. After that, prices increase. All meeting participants (chairs, co-chairs, presenters, panelists, and discussants) are asked to register for the meeting, and pay for the conference registration, and there is no differentiation between prices for speaking on the program, or attending only. There are deep discounts, however, for being a current LERA national member, and there is also a one-day conference registration price, for those who know they can only attend one day. *Conference registration pricing is intended to cover our costs of conducting the event and to allow many perspectives to be heard on the program, so we have made every attempt to keep costs and registration fees low.*

WILL SOMEONE REGISTER ON YOUR BEHALF? IF SO, YOU SHOULD BE AWARE THAT THERE ARE SPECIAL EVENTS AVAILABLE ON THE REGISTRATION FORM, INCLUDING pre- and post-conference **tours** (\$) and **special events** throughout (\$), as well as Consortiums and other events that require either **tickets or RSVPs to attend**, etc. These are in addition to conference

registration, and we would not want to leave you out because you didn't know about these events. If someone else is registering for you, you may want to review the registration form personally before they do so.

5. Do you need **hotel accommodations**? If so, the special conference rate of \$169/night is available now at the Hilton Portland Downtown. That rate will be available until the room block fills up, and no later than the group discount cut-off date on **May 11, 2020**. Our room block has filled up each year prior to the cut-off date in the last three years, so we are giving all meeting participants advance notice of hotel reservations now. If you are participating at the meeting, I encourage you to reserve your room now. There will be complimentary Wi-Fi made available in your sleeping room if you are a guest in our room block, so please do not pay extra for this service.
6. Make your **travel arrangements** as necessary, and, of course, airline tickets will usually be cheaper if purchased well in advance. There is convenient light-rail service from Portland International Airport (PDX) to downtown Portland, on the MAX Red Line. It costs \$2.50 each way, departs every 15 minutes directly from the airport, and takes between 35-45 minutes to travel to or from downtown Portland (city center).
- Finalize your remarks, **upload files and brief biography by May 3, 2020** to our Box file: <https://uofi.box.com/s/empjsz5ksrwpj84xsxn4jphbvw8814vp>. If you have problems accessing this Box file, send your attachments via email to this email address: LERA_72.82vwb95yiveydx2o@u.box.com. (Chairs and Discussants can access and download files after May 3 from the Box file.)

Quick-links:

- Program: <http://leraoffice.org/drupalinclude/program.asp>
- Meeting Home: <https://www.leraweb.org/72nd-lera-anl-mtg>
- Registration: <https://lera.memberclicks.net/72nd-lera-anl-mtg#registration>
- Participant Information: <https://lera.memberclicks.net/lera-72nd-am-participant-information-2020>
- Box file to upload papers for session participants to access: <https://uofi.box.com/s/empjsz5ksrwpj84xsxn4jphbvw8814vp>
- Email address to send attachments to Box File above: LERA_72.82vwb95yiveydx2o@u.box.com

Deadlines to remember:

- **March 25, 2020:** early-bird registration ends for LERA 72nd Annual Meeting, June 13-16, 2020, in Portland, Oregon
- **May 3, 2020:** Upload your finished papers, presentation files, and brief biography so that session chairs and discussants can review and plan their remarks.
- **May 11, 2020:** discounted hotel room deadline at the Hilton Portland Downtown

Membership in LERA

Our meetings would not be possible without the support of our members. If you are a current LERA member, we thank you. If not, you can join or renew on our website.

Expenses for Participants (Speakers)

We regret that we cannot pay registration fees or other expenses for the meetings, and we thank you for your involvement.

Thank you again for participating at the LERA 72nd Annual Meeting, and I look forward to seeing you at the meeting. I'll be back in touch throughout the coming months with additional information, and please reach out if you have questions. See you soon.

Sincerely,

Emily Smith

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