



IAFF 2008 CONVENTION IMPORTANT INFORMATION FOR COMPLETING THE ENCLOSED CREDENTIALS

Enclosed is a summary sheet of per capita and membership numbers for April 1, 2007, through March 31, 2008, which is the timeframe specified in the IAFF Constitution to calculate delegate and voting strength.

Also, enclosed are credentials for the authorized number of delegates and alternates.

A local may elect to be represented by proxy if the local's voting strength is **100 or less**, and the members elect not to send a delegate to Convention. Therefore, if your average per capita membership is 100 or less, a proxy credential is enclosed. In addition, a local is permitted to select an alternate or backup proxy to cast its votes if the delegate selected is unable to vote.

NOTE: A local carrying proxies can now carry a total of 200 proxy votes; however, no one delegate can carry more than 100 proxy votes.

Pre-Convention Information was mailed to you that explained the proper method of electing delegates, alternates and proxies. Further, the enclosed Convention Call lists additional information and important dates to assist you in being properly represented at the Convention. Please read carefully. **Your registration fee paid in advance is encouraged when returning the duplicate credential to the IAFF.** (See information on the reverse side of the credential.)

Detailed instructions for completing each specific credential is on the reverse side of the original. Please **PRINT** clearly. **Credentials MUST be signed by the President and the Secretary, or they will be returned.** The local seal **should** be affixed to the credential unless the seal is lost or damaged.

Proxy credentials **MUST** be received in the IAFF office before 5 p.m., EDT, July 9, 2008. If not received by that date, the credentials will be returned to the local **UNLESS** it bears a U.S. or Canadian Post Office registered or certified postmark before 5 p.m. on July 9, 2008, in which case the proxy will be accepted. We suggest you do not use an overnight delivery service due to the uncertainty of next-day delivery. The certified or registered mail postmark is needed and is less expensive than overnight services. **CREDENTIALS CANNOT BE FAXED!**

It is very important that credentials are properly completed and the **duplicate** credential is forwarded to the General Secretary-Treasurer before the deadlines specified. This permits processing at the International office before the Convention and will expedite registration at the Convention. Adhering to the dates listed in the Convention Call and on the reverse side of the original credentials along with the advanced registration payment will expedite registration at the Convention.

(over)

Per capita and EDF loan payments for June 2008 **MUST** be paid before delegates can be seated at Convention. It is suggested that per capita and EDF payments be made early to allow for processing at the International office. This will eliminate lengthy delays at Convention.

If you have any questions, please write or call the General Secretary-Treasurer's office (202-824-1511), or email gst@iaff.org.

ADVANCE REGISTRATION

The IAFF encourages and will accept advance payment of registration and guest fees. This will simplify and speed processing through the lines at Convention. Payments can be made by using VISA/MasterCard credit card, check, or money order. Do not send cash. All fees may be combined in one check or delegate/alternate registration may be in one check and guest fees in another. If a check or credit card payment is for more than one registrant, list names of all registrants and guests on the reverse side of the duplicate credential of the delegation chairperson.

Advanced prepayment must be submitted to the General Secretary-Treasurer's office with the duplicate credential by July 9, 2008. Thereafter, payment must be made at Convention. All registration fees are to be in U. S. dollars or equivalent. Delegate/alternate registration is \$250 each and guests are \$100 each. Children under the age of 12 are \$30 each. Adult guest reception tickets purchased after 5 p.m., Monday, August 11, will be \$150 per person.

HOTEL RESERVATIONS

The Rio All-Suite Hotel and Casino has been selected as the Convention Headquarters Hotel. The standard suite room rate charge is \$152 per night and the luxury suites range from \$450-700, plus occupancy tax. There is an additional person charge of \$30 for third and fourth persons, with a maximum of four per guest room. Please refer to the housing form for information on reservations. To guarantee your hotel room, reservations must be received by the hotel by June 19, 2008. Any requests for reservations made after that date will be subject to availability. It is imperative that you make your reservations early. One form for each room is required if paying by check (additional forms may be photocopied) and mailed to the hotel. **The IAFF will not be assigning rooms** to delegates, alternates and guests. Refer to the enclosed housing form for additional instructions. Make photocopies of the housing form if more than one room is requested.

The general session will be held at the Rio All-Suite Hotel and Casino in the Convention Center, Pavilion Room.

TRAVEL

Travel information is enclosed with this mailing.