

Pre-Convention Registration and Hotel Reservations are now available for the 46th AFSCME International Convention.

To complete the pre-Convention registration and hotel reservations process, you should have the following information available:

- Your AFSCME Member number
- Your personal email address and
- Your method of payment for hotel reservations.

PRE-CONVENTION REGISTRATION

Step 1: To register for the 46th International Convention, click the following link <https://convention.afscme.org/registration>

The link will take you to the convention landing page (see below).

Click on the “**REGISTER NOW**” button at the bottom of the page to continue the process.

Summary

[Already Registered?](#)

AFSCME 46th International Convention

August 12, 2024 – August 16, 2024

Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015

Convention Pre-Registration and Housing Reservations

Welcome to AFSCME's 46th International Convention Pre-Registration and Housing Reservation Site. While navigating this site you will be required to:

- **Pre-register for the Convention**
- **Secure your housing for Convention**

NOTE: All Convention attendees (delegates, alternates, and guests) **MUST** pre-register. **Returning your delegate and alternate credential forms does not pre-register you or indicate your need for housing.**

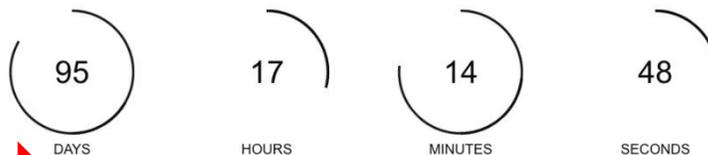
All Delegates and Alternates must return their paper credential forms to the International Secretary-Treasurer, in order to represent their council/local at the 46th AFSCME International Convention. However, returning your credential forms does not register you for housing, scooters or other special needs.

On this site, you will begin with pre-registering for Convention. At the end of the registration process, you will be prompted to book your housing.

To complete the pre-registration and hotel reservation process, you should have the following information available.

- **Your AFSCME Member number - Click here to use the [Membership Tool Look-Up](#). If you are having trouble retrieving your member number, please call Membership Services at (855) 237-2631.**
- **Your email address and**
- **Your method of payment for hotel reservations.**

Countdown to the Event



Register Now
[Already Registered?](#)

Contact Us

Step 2: Complete the **Attendee Information** page. If you are registering on behalf of another person, please check the box at the bottom of the page next to, "I am registering on behalf of another person". Please note, the email address must be specific to the individual registering; email addresses cannot be used more than once.

All questions with the red asterisk require a response before continuing the registration process, including your member number, which appears on your membership card (see below).

If you do not have your membership card, you can click on the "**Membership Tool Look Up**" link on the Attendee Information Page to retrieve your membership number. Please call membership services at (855) 237-2631 if you experience any problems.



AFSCME 46th INTERNATIONAL CONVENTION

Convention Pre-Registration and Housing Reservations

Attendee Information

To proceed with the registration process, you will need your **AFSCME member number**, which appears on your membership card (see below).



If you do not have your membership card, click here to use the **Membership Tool Look-Up** to retrieve your member number.

If you are having trouble retrieving your member number, please call Membership Services at (855) 237-2631.

Please fill out the information below, then click **NEXT** to continue.

* First Name

Mona

* Last Name

King

* Email Address

mking@afscme.org

* AFSCME Member #

* Select Affiliate State

FL x v

* Select Council or Chapter Number

979 x v

* Select Local or Retiree Subchapter Number

Not Applica... x v

I'm registering on behalf of this person

Cancel

Next

Step 3: During the convention pre-registration process, you will be asked to provide your personal contact information and answer a series of questions.

Next, read and accept the “**Payment Terms Agreement**”.

If you are bringing a guest, click the “**Guest Registration**” button. You will need to provide an email address for your guest other than the one you used to register on the previous page. Please make sure all questions with a **red** asterisk are answered before proceeding and click **Next**.

PERSONAL INFORMATION

You are registering for the **AFSCME CONVENTION REGISTRATION AND HOUSING ONLY**. Upon completion of this process, you will be prompted to make your hotel arrangements.

Home Address

* Address 1

1625 L ST., NW

Address 2

* Country/Region

USA x v

* City

WASHINGTON

* State/Province

District of Columbia x v

* ZIP/Postal Code

20036

* Mobile

202-910-8900

* Please select your registration type.

- Affiliate - Individuals who are members of a Council or Local
- Affiliate Staff - Individuals employed by a Council or Local
- AFSCME Retiree - Individuals who are retired AFSCME Members
- IU Staff - Individuals employed by the International Union

* Are you a first-time delegate or alternate delegate?

- Yes
- No

* Do you have any Convention Special Needs? (Check all that apply)

- Braille or Large-Print Materials
- Child Care
- Scooter
- Sign Language (ASL)
- Spanish Interpretation
- Not Applicable
- Other

Payment Terms Agreement

1. * A 1st night's deposit (room and tax) is required to guarantee each reservation when booking with a credit card. Such deposit shall serve to confirm the reservations for the dates indicated and, upon check-in, shall be applied towards the reserved stay.
2. Third party credit card payments must complete a credit card authorization form prior to arrival to cover the attendee(s) hotel stay.
3. BANK ACH/WIRE payments must be paid in full.

I agree to the payment terms listed.

Will you have guest(s) attending the AFSCME Convention? (i.e., spouse, fiancé, child, or friend) Please register them below.

Guest Information

Guest Registration

Previous

Cancel

Next

Step 4: The next screen is the **Information You Need to Know Before Booking Hotel.**

Hotels in our convention block are no longer accepting checks. Please read and review the method of payments and agree to “**Payment Terms**” before proceeding and click **Next**.

Information You Need to Know Before Booking Hotel

AFSCME's 46th International Convention housing is managed by the Conference and Travel Services Department (CTS). It is crucial that AFSCME attendees use rooms that are under AFSCME's contracted blocks. **If delegates, alternates, and guests book their own rooms or use hotels not contracted by AFSCME, there are financial penalties to AFSCME.**

The AFSCME Los Angeles hotel blocks no longer accept checks for hotel reservations. A credit card is required at the time of booking to guarantee each guest's reservation for one night. The credit card will only be charged for the first night of room and tax, not the full stay.

If your Affiliate is covering your hotel stay, you are responsible for ensuring that your payment method on file is updated by **July 12**. This is to ensure that the credit card on file is not charged for the one night's room and tax.

Below are the available payment options to secure your hotel reservation.

CREDIT CARD - Affiliates or individuals may use their credit card to reserve and pay for hotel accommodations. Whether using an affiliate or personal credit card, you will need to input credit card information into CVENT in advance to secure the booking. The credit card information will be shared with the hotel to secure the hotel room.

If a guest's room is being paid for by an affiliate or someone who is not the guest staying in the room, a credit card authorization link will need to be completed prior to the guest's arrival.

[Click here to request a third-party credit card link.](#)

BANK ACH/WIRE – If Affiliates are paying for an attendee(s) hotel stay, the attendee will be required to communicate the required code to finalize their registration. Affiliates are required to complete the [Registration and Bank ACH/Wire form](#).

Credit Card Agreement

I understand that the credit card that is on file in CVENT will be charged by **July 12** for the total cost of one nights stay (see grid below). If you want to use a different form of payment or a different credit card, you must contact AFSCME's Conference and Travel Services Department at **(202) 429-1169** no later than **July 12**.

*** I agree**

For your reference below is a chart with the number of nights by number of guests in room.

Previous

Cancel

Next

Step 5: The next screen is the **Hotel Booking** page. Click an option for Hotel Booking. If you are booking a hotel, click on the calendar and enter your requested check-in and check-out dates. Dates highlighted in **green** are available. If a date is highlighted in blue, you will need to send us an email with the dates requested by clicking on the **“Contact Us”** button at the bottom of the page.

Please note that you are responsible for the accuracy of all dates entered during the registration process. Make certain that your arrival and departure dates are correct before completing your registration.

Run of House/Standard Rooms – Please note that room types (king/double) are based on availability at the time of check-in.

Hotel Booking

* Please select an option for hotel accommodations.

- A king bed type is a "king size bed" that can accommodate up to 2 people in a room.
- A double bed type is two "full size beds" that can accommodate up to 4 people in a room.

Book now

Local Attendee - No hotel needed

Check In **Check Out** **Length of stay:** 6 nights

Courtyard Los Angeles L.A. LIVE
901 West Olympic Boulevard, Los Angeles CA 90015, US \$249.00
avg per night

Select Room

Run Of House
Room type is not guaranteed until time of check-in.

Standard Room with 1 King Bed:
Maximum occupancy: 2
1 King

Standard Room with 2 Queen Beds:
Maximum occupancy: 4
2 Queen(s)

[Hide details](#)

\$249.00
avg per night **Book Now**

Room Preferences

ADA Accessibility
 I need an ADA Accessible room

Rewards Code

Let us know about any special requests or needs you may have i.e. (double beds)

Step 6: The next screen is your **Registration Summary**. Review your information for accuracy. Select **“Payment Method”**, enter payment details, and click Submit.

If you need to make corrections, please click the **“Previous”** button to make your edits. Click **“Add Attendee”** button to pre-register additional members. This will take you back to **Step 2** (Attendee Information Page).

Convention Pre-Pre Registration and Housing Summary

Take a moment to review your registration before continuing.

Mona King
mking@afscme.org

Edit
AFSCME Member #

Select Affiliate State
FL

Select Council or Chapter Number
979

Select Local or Retiree Subchapter Number
Not Applicable

Home Address
1625 L ST., NW
WASHINGTON, District of Columbia 20036
USA

Mobile

Please select your registration type.

Affiliate - Individuals who are members of a Council or Local

Are you a first-time delegate or alternate delegate?
No

Do you have any Convention Special Needs? (Check all that apply)
Not Applicable

1. A 1st night's deposit (room and tax) is required to guarantee each reservation when booking with a credit card. Such deposit shall serve to confirm the reservations for the dates indicated and, upon check-in, shall be applied towards the reserved stay.
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- I agree to the payment terms listed.

Hotel Request

Item	Date
Courtyard Los Angeles L.A. LIVE Run Of House 1 room	Aug 10, 2024 - Aug 16, 2024

Add Attendee

Review your information before submitting your payment.

Mona King

Item	Price
Hotel Rooms Run Of House, Courtyard Los Angeles L.A. LIVE 1 room for 6 nights	\$1,494.00

Subtotal	\$1,494.00
Hotel Tax (Hotel Tax)	\$239.04
TOTAL	\$1,733.04

Select Payment Method

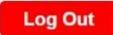
- Credit Card
- Bank Wire/ACH

Previous

Cancel

Submit

Step 7: The next screen is the **Pre-Registration Confirmation Page**. Please print or write down **CVENT** confirmation number. You will need this to make any modifications to your pre-convention registration or hotel reservations.

Summary **Post Registration**   

FRONT LINE & **FEARLESS**

AFSCME 46th INTERNATIONAL CONVENTION

We are excited for the AFSCME 46th International Convention. This is going to be an incredible experience that you absolutely cannot miss!

Your CVENT Confirmation Number is:
 **J7ND9R482KB**

Please keep your CVENT confirmation number safe and accessible when you are at convention. You may want to take a photo of it with a smart phone so you have it handy. In order to make any changes or to cancel your pre-registration or hotel bookings, you will need the email that you used to pre-register in CVENT and also, the CVENT confirmation number.

You will be sent an email containing the details of your registration.

[Add to Calendar](#)

Pre-Registration and Housing Confirmation

Review your registration information below and make any changes before exiting.

Mona King

mking@afscme.org

AFSCME Member #

Select Affiliate State

FL

Select Council or Chapter Number

979

Select Local or Retiree Subchapter Number

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Home Address

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3. BANK ACH/WIRE payments must be paid in full.

I agree to the payment terms listed.

Hotel Booking Information

Courtyard Los Angeles L.A. LIVE

Run Of House

1 room

Aug 10, 2024 - Aug 16, 2024



[Add Attendee](#)

[Modify Registration](#)

[Cancel Registration](#)

[Need Help! Click Here](#)



Step 8: Click on the **“Log Out”** button at the top of the page.

Congratulations, you have now successfully pre-registered and booked housing for the 46th International Convention!

Step 9: To modify or cancel a registration or housing, you must have the attendee's email and CVENT confirmation number. Please follow the below steps.

- Go to <https://convention.afscme.org/registration>
- Click on the **"Already Registered"** button and make your changes. You cannot modify the payment method as you must contact convpayments@afscme.org.

Summary

[Already Registered?](#)



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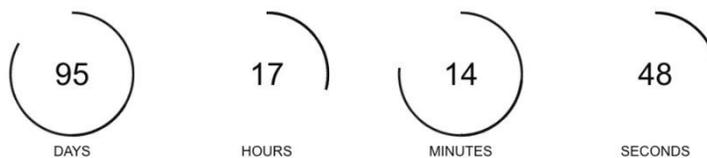
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