

**Smith, Emily Elizabeth**

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**Subject:** Deadlines today and tomorrow for LERA 71st Anl. Mtg. Participants

**From:** Smith, Emily Elizabeth

**Sent:** Thursday, May 2, 2019 3:43 PM

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Dear LERA 71<sup>st</sup> Annual Meeting Participant,

Thank you so much for participating at the upcoming conference. We are six weeks away from the [LERA 71<sup>st</sup> Annual Meeting, June 13-16, in Cleveland, Ohio!](#)

Everything you need to know to participate on the program, whether you are a **chair, panelist, presenter, or discussant**, can be found at our **Participant Information** page here: <https://lera.memberclicks.net/lera-71st-am-participant-information-2019>. Look for information that pertains to everyone, and information that pertains to your specific role can be “jumped to” on the page with links along the top.

If you still have questions after reading the *Participant Information*, you may want to reach out to your session chair; this individual is responsible for running the session, setting time limits, collecting bios/papers/presentations, assigning discussants to papers (if applicable), etc.

### **Standard registration ends **May 2****

If you haven't registered as yet, standard registration pricing ends today. We've set the registration fee as low as we can to cover costs, and given discounts for one-day registration and for current members, but unfortunately, there is no discount for speakers -- chairs, panelists, presenters, discussants. That isn't feasible with over 400 speakers on the program.

### **Upload bios, papers, presentation files by **May 3****

We ask that you upload your bio and/or presentation files (or paper) to our online Box so that the Chair (and Discussants, if any) have what they need to fulfill their roles at the meeting. You will find links to our Box file at the *Participant Information* page listed above. If your chair has other instructions for you, he/she will communicate them to you.

### **AV in meeting rooms**

Each breakout room will have a screen package and LCD projector, but you will need to **bring your own laptop** if you have an electronic presentation. If your session is a featured plenary, please contact Emily Smith at [eesmith@illinois.edu](mailto:eesmith@illinois.edu) to request a screen package and LCD projector if you have need of these for your session. *Apple products are discouraged as they often need adapters that may not be available.*

### **Sleeping rooms at the hotel**

Hopefully, you have a room reserved already if you need one, but if you haven't ... do so right away. Our room block may be full on certain nights at this point, but our best advice is to obtain a reservation at the publically available rate, and we will work to get you the discounted rate if at all possible. If that is the case, please send me an email with your reservation number.

### **Special events**

We are out of tickets for the tour of the Ford Engine Plant in Cleveland, but tickets are still available for the pre-conference **PDW workshop** (Wednesday morning), the **Indians baseball game** (Wednesday afternoon), to the **Welcome**

**Reception** (Thursday evening), and to the **comedy club** (Friday evening). More information about these can be found here: <https://lera.memberclicks.net/71st-annual-mtg-events>. Special event tickets can be added on to your regular conference registration (if you haven't registered yet), or you could separately register for these at the link I just listed. For your planning purposes, there is no special LERA outing planned for Saturday evening, and there is a discount code available for the Rock and Roll Hall of Fame, which is just a few blocks away from our hotel, about a 5-7 minute walk.

**Sharing information about your session on social media**

*New this year!* Everyone in your session should have already received a graphic suitable to email or share on your Facebook, Twitter, or LinkedIn, in case you would like to let your friends and colleagues know about your upcoming appearance in the LERA 71<sup>st</sup> Annual Meeting program.

I look forward to seeing you this June!

Cordially,

*Emily Smith*

LERA Executive Director

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