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**Cc:** [Tiemann, Bernadette L](#)  
**Subject:** Participating at the LERA 71st Annual Meeting: Next Steps, Links, and Deadlines  
**Date:** Friday, February 8, 2019 2:27:25 PM

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Dear LERA 71<sup>st</sup> Annual Meeting session participant,

Thank you for participating at the “LERA 71<sup>st</sup> Annual Meeting, June 13-16, 2019, in Cleveland, Ohio”, as a **Chair, Co-Chair, Presenter, Panelist, or Discussant**. On behalf of program committee co-chairs Dennis Dabney and Harry Katz, 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 here:

<https://lera.memberclicks.net/lera-71st-am-participant-information-2019>

1. First, make sure your session **information is correct**. We will be printing this in a final program that we will distribute at the meeting, and we want your information to be accurate. *Some have sent corrections already, and that is really helpful. (You will find the program linked at bottom.)*
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, and provide session participants with information needed to participate. *(If you are acting as Chair, please read [this](#).)*
3. Plan to **bring a laptop, and any files** needed on a **thumb drive**. IBM-compatible 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.)
4. You can **register for the meeting now**, 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. (You will find registration at the “meeting” home page listed at bottom.)*

***WILL SOMEONE REGISTER ON YOUR BEHALF? IF SO, YOU SHOULD BE AWARE THAT THERE ARE SPECIAL EVENTS AVAILABLE ON THE REGISTRATION FORM, INCLUDING: Pre-conference PDW **Training for neutrals**, Indians **baseball** game, tour of the **Ford Cleveland Engine Motor Plant**, **Welcome Reception** on the Goodtimes Charter Ship,***

*and an evening out at the **IMPROV Comedy Club**. These are in addition to conference registration, and we would not want to leave you out of the fun because you didn't know about these events. (You can find details at the "special events" page listed at bottom.)*

5. Do you need **hotel accommodations**? If so, the special conference rate of \$139/night is available now at the Westin Cleveland Downtown. That rate will be available until the room block fills up, and no later than May 21, 2019, since that is the group rate cut-off date. If you are participating at the meeting, I encourage you to reserve your room now. The hotel will not charge your credit card until you arrive at the event. There will be complimentary Wi-Fi made available in your sleeping room if you are a guest at the Westin in our room block, so please do not pay extra for this service. (You will find hotel reservations linked at the "meeting" home page listed at bottom.)
6. Make your travel arrangements as necessary, and, of course, airline tickets will usually be cheaper if purchased well in advance. There is convenient train service from Cleveland Hopkins International Airport (CLE) to downtown Cleveland, on the RTA Red Line. It costs \$2.50 each way, departs every 15 minutes, and takes less than 30 minutes to travel to or from Downtown Cleveland's Tower City Station. At Tower City Station, you will find a **free** E-Line Trolley that loops between all the major downtown destinations, Westin Cleveland Downtown included.
7. Finalize your remarks, **upload files and brief biography by May 3, 2019** to our Box file: <https://uofi.box.com/s/m4i05m66neu2aojqwddnontwmmmt4992>. (Chairs and Discussants can access and download files after May 3 from this location.)

**Quick-links:**

- Program: <http://leraoffice.org/drupalinclude/program.asp>
- Meeting: <https://lera.memberclicks.net/71st-lera-anl-mtg>
- Special Events: <https://lera.memberclicks.net/71st-anl-mtg-events>
- Participant Information: <https://lera.memberclicks.net/lera-71st-am-participant-information-2019>

**Deadlines to remember:**

- **March 25, 2019:** early-bird registration ends for LERA 71<sup>st</sup> Annual Meeting, June 13-16, 2019, Cleveland, Ohio
- **May 3, 2019:** Upload your finished papers, presentation files, and brief biography so that session chairs and discussants can plan their remarks.
- **May 21, 2019:** discounted hotel room deadline at the Westin Cleveland Downtown

Thank you again for participating at the LERA 71<sup>st</sup> 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.

Cordially,

*Emily Smith*

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