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Richard W. Askey, *President*
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September 30, 2022

TO: Local Association Presidents
FROM: Richard W. Askey, President
RE: **December 2-3, 2022 House of Delegates**

Enclosed is a roster of your local association members eligible to be delegates or alternates for the December 2022 House of Delegates which will be a **hybrid event** allowing for both **virtual on-line participation or in person participation at the Wyndham Grand Pittsburgh Downtown Hotel**. The number of delegates allotted to your local appears in the right-hand corner of the roster. The purpose of this form is for reporting elected delegates and alternates only. Please do not use this roster to add new members to your local's membership roster.

In this packet you will find a **Delegate Designation Form**. **This form is the only form that must be returned** and is separate and different than your enclosed roster. Please indicate on the delegate designation form your delegate(s) and if your delegate(s) intend(s) to attend in person or virtually along with an accurate personal email address and return the form in the enclosed envelope. **All delegate designation forms must be signed by the local president and returned to PSEA by November 11th to ensure that your delegates are registered for the event and receive the electronic pre-House of Delegates information.**

It is important that an accurate personal (not work) email address be provided for each of your delegates and alternates. The provided email addresses will be used to send all information regarding the House, including the link that delegates must use to access the virtual on-line PSEA House of Delegates and for in person attendees. Actual admission and voting credentials at the House will also be based on this email address.

PLEASE NOTE: All pre-mailing documents will be posted on PSEA's website. Delegates will receive an email with instructions to access the pre-mailing documents from our website.

Also enclosed is a Local Delegate Change Form. For an alternate to serve as a delegate, an officer of the local must complete and sign this form to certify the name of the alternate who will be replacing a delegate. **The deadline for any changes to your delegates is 5 PM on November 23rd.** Please email the form to Denise Rutledge at drutledge@psea.org as soon as you have been notified of a delegate change. *An alternate delegate shall only be eligible to attend the House of Delegates in person if space allows. Otherwise, they must attend virtually.*

You may reserve your hotel room at any time by using the link posted on www.psea.org/HOD or by calling the Wyndham Grand Pittsburgh Downtown Hotel at 412.391.4600. When calling, you must request the PSEA block to get the group rate. The PSEA rate at the hotel is \$170 (Single or Double) per night, plus tax. **The hotel will hold our block of rooms until November 7, 2022.** After that date, the rooms will be released for sale to the public. Please make your reservations early.

If you have any questions, please contact Denise Rutledge, PSEA Convention Coordinator, at drutledge@psea.org or 800-944-7732, ext. 7109.

cc: PSEA Board of Directors; IPD Council; Resolutions Committee; Legislative Committee; Region Officers; County Coordinating Presidents

Enclosures: Roster, Delegate Designation Form, Return Envelope, Delegate Change Form