

# PEF Meeting Request Guidance

All meeting requests (virtual or in-person) must be sent by the requesting leader or staff person to [specialevents@pef.org](mailto:specialevents@pef.org). Special Events will handle requests under its purview or will forward requests to the appropriate regional office as necessary. For zooms relating to New Employee Orientation, please contact your respective Regional Organizer.

Meetings handled by Regional Office Secretaries:

- Regional Committee Meetings (i.e., steward, civil service, PAC, or other Regional Coordinator committee meetings)
- Meetings requested by regional divisions (divisions that have members in three or less regions).
- Staff needing assistance in reserving physical space in regional offices.
- For these meetings, the "Regional Office Meeting Request Form" shall be filled out by the leader or staff person hosting the meeting.

All other events/meetings will be handled by Special Events.

Special Events will forward regional meetings listed above to the below staff persons:

- Regions 1-6, e-mail [Jesse.Johnson@pef.org](mailto:Jesse.Johnson@pef.org) and [Eric.Kwasniewski@pef.org](mailto:Eric.Kwasniewski@pef.org)
- Regions 7-9, email [Jennifer.Seamon@pef.org](mailto:Jennifer.Seamon@pef.org) and [Katherine.Vorwald@pef.org](mailto:Katherine.Vorwald@pef.org)
- Regions 10-12, e-mail [Auslyn.Benjamin@pef.org](mailto:Auslyn.Benjamin@pef.org) and [Ricardo.Cruz@pef.org](mailto:Ricardo.Cruz@pef.org)

## Rules and Responsibilities

- Meetings at PEF HQ
  - All meetings, whether in-person or WebEx/Zoom/hybrid **will only take place on Monday and Wednesday evenings and must be concluded by 8:30 P.M.**
- Meetings at Other Regional Offices Outside HQ
  - All meetings, whether in-person or WebEx/Zoom/hybrid, at any PEF office, **will only take place on Tuesday and Thursday evenings and must be concluded by 8:30 P.M.**
- **For all meetings**, requests for conference rooms, catering, and technical support (including zoom links) must be made at least ten (10) business days in advance of the scheduled meeting. Emergency meetings (those with less than five (5) days' notice) will be accommodated on a case-by-case basis, space and staff availability permitting.

- In-Person Meetings

- After 5:00 P.M., the meeting leaders must designate a member from the meeting as the "Sergeant at Arms," to ensure entry to the PEF office is possible.
- For Labor-Management or Health & Safety meetings, the appropriate Field Representative or Health & Safety Staff person must be present in person. Leaders are responsible for ensuring that the appropriate staff member is able to attend the meeting on the anticipated date(s) prior to requesting the meeting space.
- At PEF HQ, Conference rooms A, B, C (which when combined make up one large conference room), D (stand alone, adjacent to A, B & C), and E (2<sup>nd</sup> floor, top of main staircase) are available for scheduled use.
  - Capacity limits:
    - A: 20
    - B: 20
    - C: 20
    - A+B+C: 75
    - D: 6
    - E: 8
- For conference room space information at a regional office, please contact the regional office directly.
- All meeting attendees are to sign in with the receptionist at HQ. At regional offices, attendees should sign in at the front desk book and any attendance sheet provided by the meeting host.
- Meeting hosts are responsible for ensuring trash is removed from the room and picked up from the tables at the conclusion of the meeting.
- To be fair to all, if you are occupying a meeting room reserved for others, you will be asked to leave that room.
- Failure to adhere to these guidelines may result in the loss of the ability to use conference rooms at PEF.

- Hybrid Meetings

- At HQ, PEF Special Events staff must be on-site for meetings after 5:00 P.M. to oversee audio/visual equipment. For both regional and HQ offices, no one other than authorized staff is allowed to operate the equipment.

## **Hosting - Virtual Meetings**

For meetings facilitated by Regional Secretaries (see above), the host must designate someone to take over zoom hosting responsibilities at commencement of the meeting at the time the meeting is scheduled.

## **Notification to Attendees/RSVPs**

- The host must provide a list of invitees to the Secretary for distribution of any meeting information.

- If the host requests RSVPs for the meeting, the Secretary will maintain a list of RSVPs and provide host 24 hours prior to the meeting (or upon request at any time).
- If there are more than 25 attendees, meeting information must be sent through PEF Communications or PEF Organizing (Action Network) to avoid SPAM issues. The Secretary can facilitate this.
- Secretaries do not have access to membership lists and may not share membership contact information with any leaders.

## **Catering**

- For meetings handled by Regional Secretaries outside of HQ
  - The host/leader(s) must advise the Regional Secretary where they would like to order food from at the time the meeting request is placed. The host must also advise and confirm food choices prior to ordering. If delivery is not available, the host is responsible for planning to pick up the food.
  - Regional Secretaries can place the food orders, but must refer to the host, Special Events (For Regional Coordinators) or PEF Divisions for payment as appropriate. Secretaries are not authorized to make payments or handle any money.
  - For Divisions that need help accessing their division funds, the leader should reach out to [Nicole.Harris@pef.org](mailto:Nicole.Harris@pef.org).

## **Housing & Travel**

Special Events staff will make all hotel reservations for PEF members and staff. In addition, Special Events staff will make all travel arrangements (Amtrak, Air, Car Rentals).

## **Regional Conferences**

Special Events Staff are available to assist with Regional Conference and event planning in the following areas:

- Contract Review
  - Contracts will be reviewed by Special Events staff and forwarded to the Office of General Counsel for comment.
  - Advance notice of three (3) weeks is required to review contracts.
- Online Registration
  - Create an online registration platform for the event.
- Housing
  - Develop and provide a housing list to the hotel for the event.
- Other assistance for large events, with approval from the President and Secretary-Treasurer.