Registration Desk Location:

Regency Ballroom Foyer, Convention Level (One Level below Lobby Level)

The registration desk for the physically challenged will be marked by a sign, and will be adjacent to the area where registration for the Retired Annual Meeting (RAM) will be held.

The physically challenged registration desk will be open from 8:30 – 10:00 am on Sunday, June 28.

Registration Materials Needed:

• Official picture ID
• Representative Assembly (RA) delegate registration card (mailed to delegates’ homes)
• Letter of approval (from the NEA Physically Challenged Office)

Anyone leaving the above materials in their guest room will be asked to return to their room to get the items before they can register.

Physically Challenged Delegates will Receive:

• RA delegate badge and badge holder
• Pin-on button designating member as physically challenged
• Bus pass for physically challenged transportation during the RA

No extra materials will be available on-site during the RAM – only one button and bus pass will be available per person. If delegates need replacement items, they must go to the Physically Challenged Office at the Convention Center beginning July 1, the date on which that office opens.
Overview of RAM Physically Challenged Registration Process:

To register onsite at the Retired Annual Meeting as a physically challenged RA delegate, a member must:

a). Register as a physically challenged RA delegate no later than **June 1, 2015**, on the NEA RA website

b). Complete the qualification process and possess a confirmation letter from the NEA stating that the delegate has completed the physically challenged qualification process (This part of the process is explained on the NEA RA webpage.)

c). Register between **8:30 – 10:00 am on the morning of June 28**, the opening day of the RAM, at a specially designated Physically Challenged Registration desk

Additional Information:

Please note that July 1 is the date on which all other physically challenged services/assistance will be available at the Physically Challenged Office at the Convention Center:

- Pre-ordered wheelchairs, scooters, etc., are obtainable
- Physically challenged bus service from delegation hotels to the Convention Center begins
- Any physically challenged delegate registration issues can be resolved

Please note that any physically challenged delegate who misses the June 1 registration deadline; does not have in their possession the letter that confirms they are approved for physically challenged accommodations; or arrives at the meeting after the physically challenged registration desk closes at 10:00 am, June 28; will not be able to register onsite at the Retired Annual Meeting as a physically challenged delegate. The member will be able to register at RAM (as they have in the past) as an RA delegate, but will need to go to the Physically Challenged Office at the Convention Center to register as an RA Physically Challenged Delegate.