



Where is the 2019 National Assembly being held?

Marriott Portland Downtown Waterfront
1401 SW Naito Parkway, Portland, OR 97201

When is the Assembly?

Thursday, April 4–Sunday, April 7

When should we arrive at the hotel?

All Assembly attendees should plan on arriving in Portland on Thursday, April 4, in time to attend the opening reception from 7–9 p.m. However, if you are participating in the Day-of Competition, you will need to arrive early enough to check in for the competition at 3:30 p.m., to start promptly at 4 p.m.

Who is eligible to attend the Assembly meeting?

- Your Chapter’s official Assembly delegate
- Candidates for national offices
- Members interested in attending the Assembly and the leadership training sessions
- PRSSA Affiliates

Is there a registration fee for delegates?

No.

Is there a registration fee for members attending the Assembly who are not delegates?

Yes. There is a \$65 registration fee for all non-delegates.

Will PRSSA pay for any hotel charges other than room and tax?

No. PRSSA will pay room and tax only, provided the delegate is in the room they are assigned by PRSSA at the Marriott Portland Downtown Waterfront. Incidental charges are the responsibility of each attendee.

Is financial assistance available only to delegates?

Yes.

Does PRSSA provide any meals?

Yes, we will provide some meals during the Assembly. All registrants will be given an update on this with their Assembly confirmation from Headquarters.

How do I make my hotel reservation?

Complete the delegate or non-delegate registration form, return it as directed and PRSSA will make your hotel reservation. All delegate reservations are for double occupancy; non-delegates may select their guest room occupancy on the registration form and we will do our best to accommodate these requests. Non-delegates please note: your individual per night cost will be

based on the confirmed number of guests in your room. Do not call the hotel. PRSSA is not responsible for no-shows or last-minute cancellations.

Will PRSSA notify me with my hotel reservation information?

Yes. We will send you a confirmation letter regarding your room reservation and give you the name of your roommate by March 22.

How do I get to and from the airport?

Transportation to/from Portland International Airport (PDX) is available via taxi or Uber. The estimated taxi fare is \$45 and the estimated Uber fare is \$26.44.

If you would prefer to take a shuttle please make arrangements with Blue Star Transportation for shuttle service starting at \$14 one-way.

According to the rules and guidelines delegates can run for national office. What if our Chapter has more than one candidate?

If you have more than one candidate running for national office, only the candidate who is also the official Assembly delegate is eligible to receive financial assistance from PRSSA.

Should all candidates running for national office be prepared to attend a special meeting Sunday afternoon if they are elected?

Yes. After the Assembly is officially over, the current National Committee and the newly elected officers will have a meeting from 11:30 a.m.-1 p.m.

Is there a dress code for this meeting?

Yes. Thursday and Friday dress is business casual; Saturday and Sunday is business attire.

What are our delegate's responsibilities?

Delegates must attend all required sessions of the National Assembly meeting – roll call will be taken – or forfeit his or her travel allowance from PRSSA. (National Bylaws, Article V, Section 7.)

If your Chapter or delegate wishes to propose an amendment to the Bylaws, the written text of the proposed change must be emailed to National President Andrew Young, Andrew.prssa@gmail.com by **Friday, March 1** (National Bylaws, Article XIV, Section I.)*

1. If your Chapter or delegate wishes to place an item on the National Assembly agenda, you must notify Andrew Young, Andrew.prssa@gmail.com, by **Friday, March 1** (National Bylaws, Article V, Section 9).*
2. Chapter delegates must represent Chapter wishes and each delegate has one vote in Assembly matters, including election of officers and bylaw changes.
3. Chapter delegates must read the candidates nominations prior to the official Assembly, **Saturday, April 6.**

* PRSSA Bylaws can be reviewed online. For more information, visit www.prssa.org/chapters/leaders/handbooks/PRSSABylaws.pdf.

When do the 2019–2020 National Committee officers begin their term?

June 1, 2019. Elected officers will be expected to attend the Leadership Retreat in Scottsdale, Arizona.