

**Communications  
Workers of America  
District 7**  
AFL-CIO, CLC

**Susie McAllister, Vice President**  
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Via E-Mail

**L-063**

November 1, 2023

TO: All District 7 Local Presidents  
FROM: Susie McAllister, District 7 Vice President  
SUBJECT: 2024 Local Officer Training – Registration Information

**There was a mistake with the Hotel booking link. The correct rate for the Hotel is \$154.00 a night for either a King size bed suite or a Double suite. If you booked with a higher rate please email Kat Davis immediately so that we can get your rate fixed.**

We will be holding two CWA Local Officer Training Classes in 2024. One will be held in person, and one will be held virtually. Please note that these registrations are first come first serve.

In Person: **(Limit 75 people)**  
Where: Embassy Suites Airport, Denver, CO  
Start: January 22, 2024, 8:00AM Mountain  
End: January 24, 2024, 4:00PM Mountain

To register for this event please go to [Local Officer Training Registration](#). Classes will be held beginning on Monday, January 22, 2024, at 9 a.m. and ending on Wednesday, January 24, 2024, at 4 p.m. If your elections are not complete, you may still register for the class for the officer without a name attached. When you send in your payment for registration, once your elections are over, please send payment with the names, phone numbers and email.

Once your officers have registered for the class, make your hotel reservations with the link that is provided in the registration or on this letter. You will need to adjust your stay dates, it is currently set to accommodate earlier flights in or out. [Embassy Suites DIA](#)

Please complete the registration form and attach it with a registration fee of \$100.00 per person addressed to Communications Workers of American District 7 and mail to Kat Davis, 8085 East Prentice Ave., Greenwood Village, CO 80111. **No Later Than December 22, 2023.**

If you mail on the last day before it is due, please send an email to [kdavis@cwa-union.org](mailto:kdavis@cwa-union.org) informing Kat that you have mailed off registration and payment. This ensures that I am aware of incoming mail during the Holiday break.

Virtual: **(Limit 30 people)**

Where: Online

When: February 28, 2024-March 1, 2024

[Link for Online Training Zoom](#)

Please click here for the [online training registration form](#) and attach it with a registration fee of \$25.00 per person addressed to Communications Workers of American District 7 and mail to Kat Davis, 8085 East Prentice Ave., Greenwood Village, CO 80111. **No Later Than** December 22, 2023.

If necessary, we will add a 3<sup>rd</sup> virtual training at a later date.

SM:kd

cc: District Staff