SWEARING-IN CEREMONY OF PROGRESSIVE CONSERVATIVE MLAS
Legislature Chamber
3:00 p.m., December 13, 2004

2:45 All guests are seated in the Members' and the Public Galleries.

Members to convene in Room 312 for briefing and to receive their individual oaths.

2:55 MLAs enter through the main door in single file, led by the Premier. Upon approaching the ceremonial table, Members will form lines of three as follows:

1.	Premier	Kowalski	
2.	Abbott	Ady	Amery
3.	Boutilier	Brown	Calahasen
4.	Cao	Cardinal	Cenaiko
5.	Coutts	Danyluk	DeLong
6.	Doerksen	Ducharme	Dunford
7.	Evans	Forsyth	Fritz
8.	Goudreau	Graydon	Griffiths
9.	Groeneveld	Haley	Hancock
10.	Herard	Horner	Jablonski
11.	Johnson	Johnston	Knight
12.	Liepert	Lindsay	Lougheed
13.	Lund	Magnus	Mar
14.	Marz	McClellan	McFarland
15.	Melchin	Mitzel	Morton
16.	Oberg	Oberle	Ouellette
17.	Pham	Prins	Renner
18.	Rodney	Rogers	Shariff
19.	Snelgrove	Stelmach	Stevens
20.	Strang	Tarchuk	VanderBurg
21.	Webber	Zwozdesky	

3:00 The Sergeant-at-Arms will announce the arrival of Her Honour's ceremonial party by saying "All Rise." He will lead in:

the Aide-de-Camp and
the Administrator

who will proceed down the Government side of the Chamber to the ceremonial table.
As Her Honour's party is lead into the Chamber, MLAs are asked to move one-quarter turn to their left to face Her Honour as she proceeds to the table.

Her Honour will be seated at the ceremonial table. The-Aide-de-Camp will stand behind and to the right of Her Honour and the Sergeant-at-Arms behind and to the left throughout the ceremony. The Clerk will stand to the left of the table and the Clerk Assistant to the right. **Once Her Honour is seated, the Sergeant-at-Arms will invite the guests to be seated.**

Legislative Assembly of Alberta

MEMBER ORIENTATION

Tuesday, November 30, 2004
Legislative Assembly Chamber

9:00 a.m.	Registration – Confederation Room, 312 Legislature Building Including official LAO photos for security access cards and Member biographies
9:30 a.m.	Welcome to New Members and Partners Presentation on Parliament and the Role of Members Hon. Ken Kowalski, Speaker
10:15 a.m.	Services to Members – Role of the Legislative Assembly Office A/V Presentation followed by Q & A session Speaker and Legislative Assembly Managers
10:45 a.m.	Coffee Break and scheduling appointments
11:00 a.m.	**Members and Partners**-Review of Constituency Office Guidelines A/V Presentation followed by Q and A session
12:15 p.m.	Proceed to Confederation Room for: Scheduling individual appointments with LAO management After scheduling appointments, Members and partners will be escorted to the Legislative Assembly Interpretive Centre.
12:30 p.m.	Lunch at Interpretive Centre Visitor Services guides will be available to provide interested Members and their partners with a tour of the Legislature Building and associated areas after the luncheon



NEW MEMBER ORIENTATION

Member's Name: Mr. Liepert

Date: Tues Dec 7

Time: 10:45 - 2:00 pm

Location:

Office of the Clerk
8th Floor, Legislature Annex
9718—107 Street
Edmonton AB T5K 1E4

At this orientation (3 hours duration) you will meet individually with managers of the LAO and will be provided with specific materials and information you require at this time. Important issues related to constituency lease renewal, staffing and security requirements will be discussed with you as you will be expected to make decisions on these matters quickly.

Please be sure to bring the following with you:

- Your LAO Orientation Binder
- Completed Biographical Information (from Library Services)
- Original Social Insurance Card
- Alberta Health Care Card
- Birth and Marriage Certificate (s)
- Void cheques (2) - for payroll and expense claim direct deposit

AGENDA

(all meetings half an hour)

1. Meeting with the Clerk/Communications/Hansard
2. Human Resource Services
3. Information Technology Services
4. FMAS
5. Visitor, Ceremonial, and Security Services
6. Library Services

If you have further questions, please feel free to contact my office at 427-2478.