



 INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA-UAW
 DENNIS WILLIAMS, *PRESIDENT* GARY CASTEEL, *SECRETARY-TREASURER*

VICE-PRESIDENTS: CINDY ESTRADA • TERRY DITTES • JIMMY SETTLES

April 6, 2018

TO: ALL LOCAL UNION PRESIDENTS, RECORDING SECRETARIES, FINANCIAL SECRETARIES AND BARGAINING CHAIRPERSONS - REGION 4 UAW

Dear Brothers and Sisters:

All Local Unions should have received their Official Call to the UAW 37th Constitutional Convention. Please be advised that Region 4 will be housed at the Detroit Marriott at the Renaissance Center:

DETROIT MARRIOTT AT THE RENAISSANCE CENTER
 400 RENAISSANCE DRIVE
 DETROIT MI 48243

HOUSING

All housing reservations for the Convention **must be made directly through the hotel.**

ROOM RATE:	\$159 (SINGLE, DOUBLE, TRIPLE, QUAD) PLUS 15% TAX = \$182.85
CUTOFF DATE:	FRIDAY, MAY 11 TH AT 5:00 PM
CHECK-IN:	SUNDAY, JUNE 10 TH AT 3:00 PM
CHECK-OUT:	THURSDAY, JUNE 14 TH AT 12:00 PM
CANCELLATION:	48 HOURS PRIOR TO ARRIVAL

The process to secure your room at the Marriott Renaissance Center Hotel is via web link: <https://book.passkey.com/go/Region04UAWConstitutional> or calling (877) 901-6632 and identifying yourself as a delegate of the Region 4 UAW Constitutional Convention room block.

- Credit card is required at time of booking.
- Local Unions paying for their Delegates with a check should complete their reservation, a credit card is required. Once the reservation is complete the check should include the following information:
 - GUEST NAME
 - CONFIRMATION NUMBER
 - EMAIL ADDRESS
- If paying for more than one person include the amount you want posted as payment to each delegate. The email address will be used to send out payment confirmations for those that are paying by check.

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All payments must be received by the hotel a minimum of 7 days prior to the Delegates arrival date. Mail checks to:

DETROIT MARRIOTT AT THE RENAISSANCE CENTER
400 RENAISSANCE CENTER
DETROIT, MI 48243
ATTN: ACCOUNTING DEPARTMENT

In the event a Delegate, paying with a check, does not receive a payment confirmation within seven (7) business days please contact **(313) 568-8128** or detroitmariottaccounting@marriott.com to confirm payment was received.

The cut-off date for room reservations is Friday, May 11th at 5:00 PM. The Hotel will not extend the cut-off date and will release all unused rooms at this time. At check in, the hotel will only accept credit card or cash for payment. **Checks will not be accepted at check in.**

AIRLINE RESERVATIONS

Delegates are responsible for making their own airline reservations. The preferred method of making airline reservations is through TSI-USA. Coordinated Travel Services has secured discounts with several airlines for the convention.

Reservations can be made by emailing TSI-USA at uaw@tsiusa.com or by telephone at 866-397-0667. Below are the transaction fees.


Transaction Type	Fee
Description	U.S. (USD)
Telephone Transaction Fee	\$20.00
E-Mail Reservation Fee	\$10.00
Online Transaction Fee	\$4.00
24-hour (After Hours)	\$15.00 ++

Regular business hours for TSI-USA are Monday-Friday between 8:00 am – 8:00 pm Eastern Time. All phone calls during off hours will be charged a \$15.00 ++ fee, per call. After hours email reservations will be answered the next business day.

Local Unions that have made arrangements through Coordinated Travel Services and TSI-USA to access the online reservation system may use the online reservations process at www.coordinatedtravel.com. The transaction fee for online reservations is \$4.

Payments (including applicable service fees) by Local Union check must be made within seven (7) days from the date the ticket was purchased. Personal travel must be paid with a personal credit card.

Fraternally,


Ronald D. McInroy, Director
Region 4 UAW