



November 15, 2019

To: All Local Union Presidents, Recording Secretaries, Financial Secretaries, Area CAP Council Chairpersons and Staff, Region 4 UAW

Dear Brothers and Sisters:

Plans and arrangements for the **2020 UAW National CAP Conference** are now under way. The conference will be held February 2-5, 2020 in Washington, DC and will take place at the Marriott Wardman Park – 2660 Woodley Road, NW Washington, DC 20008.

Each Area CAP Council is entitled two (2) delegates and each State CAP Council is entitled to two (2) delegates. **Requests from local unions will be handled on a first-come, first served basis.** No local union will be allowed more than two (2) delegates, unless the total allotment is not filled. Please note the following is **REQUIRED** as you begin your delegate selection process:

- **PARTICIPATION IN THE WORKSHOPS:** this is our only occasion to meet nationally and provide information in depth to build our political program during the year.
- **LOBBYING ON THE HILL:** the strong showing on lobby day makes a statement to Congress that our Legislative Department relies on.
- **ATTENDANCE THROUGH CLOSE OF CONFERENCE ON WEDNESDAY:** the conference closes on Wednesday at noon. We want to continue to attract the best speakers and treat them with respect and UAW hospitality. **Therefore, flights should be made after 2 p.m.**

Delegates attending the CAP Conference have the honor of representing their membership and region at a national meeting. It is also their duty to return to their worksites and share the knowledge gained during their week in Washington. Dues dollars pay for this opportunity, and members deserve nothing less.

As in recent years, **the application process for credentials and hotel reservation for the conference is available online only.** The application may be completed by the delegate, an officer or staff of the local. The application must be approved by the regional director. Registration is complete only upon submission of the registration fee. After December 20, 2019, there will be no refunds given for cancelled registrations. Local unions or CAP councils, however, may replace delegates (pending approval from regional director) until January 24, 2020. **I urge you to comply with the call letter guidelines, review them carefully and take the necessary steps to assure that all information is provided.**

To access the registration site, use the following URL and password, it is case sensitive.

Website: <https://cap.uaw.org>

Username: CAP2020

Password: UAWCAP

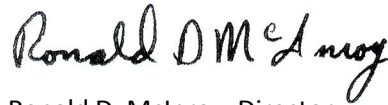
We strongly encourage you to submit your online application by **Friday, December 20, 2019.** **IF YOU ARE UNABLE TO COMPLETE THE APPLICATION ONLINE, PLEASE CALL (313) 926-5531 FOR ASSISTANCE.**

(Continue)

We encourage you to contact your legislators and invite them to the Reception on Tuesday, February 4th. This is an opportunity for the delegates to share an evening with the congressional delegation. If a congressperson cannot attend, it is not necessary for them to send aides or staff for representation.

I look forward to your participation in an informative and productive conference.

In Solidarity,

A handwritten signature in black ink that reads "Ronald D. McInroy". The signature is written in a cursive, flowing style.

Ronald D. McInroy, Director
Region 4 UAW

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Enclosure – Conference Information Packet

cc: Brad Dutcher, Asst. Director