



**OFFICIAL CALL TO THE
2022 UAW EDUCATION COMMITTEES CONFERENCE
APRIL 24 – 29, 2022**

**The Walter and May Reuther UAW Family Education Center
Onaway, Michigan**

The UAW Education Department will hold its annual Education Committees Conference on April 24-29, 2022. The conference will be held at The Walter and May Reuther UAW Family Education Center, in Onaway, Michigan.

Conference Agenda

Sunday, April 24 (Arrival)

3 p.m. to 5 p.m. – Registration

7 p.m. to 8 p.m. – Conference opens

Monday – Thursday

8:45 a.m. to 4 p.m. – Training and workshops

Friday, April 29 (Departure)

8:30 a.m. to 9 a.m. – Certificate presentation

9 a.m. – Conference adjourns

This conference is for members serving on local union education committees or wanting to start a committee. Delegates will learn how to run their committees and build skills for presenting workshops at their locals. This year we are providing two tracks: one for new delegates to the conference, and a second for returning delegates. New attendees will participate in workshops covering topics such as adult learning styles, visual aids and media, strategic planning to grow committees, and facilitation techniques. Returning delegates will participate in workshops that cover topics that should be taught at local unions like UAW 101, understanding bargaining, strikes, and grievances, and how to participate effectively in union meetings. After successfully completing the workshops, delegates will be granted access to the Education Department's curriculum kits for use at the local union.

Eligibility to Attend

The conference is open to UAW members in good-standing and it is ideal for those who currently serve on Education Committees or those interested in joining or starting an Education Committee.

Registration

Local unions must register their delegates via LUIS no later than **March 31, 2022**. The conference registration fee is \$650 per delegate and must be paid by local unions using ACH. This registration fee covers the cost of lodging, meals and materials and is non-refundable. Local unions will pay online through LUIS by choosing the "Submit a Payment" option under the "Conference" menu. Funds will not be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes. Registration is open from now until March 31, 2022.

****All COVID-19 protocols will be followed including masking****

Subsidies

The International Union will provide housing and food (room and board) at the Family Education Center for **up to five delegates** from each region who are selected by the regional director to receive a subsidy. The local unions of the delegate(s) receiving this subsidy will be required to pay \$137.50 registration fee per delegate. The International Union is not responsible for lost time or expenses.

Transportation

All delegates are expected to arrive at the Family Education Center by 3 p.m. on Sunday, April 24 (except for those arriving by flight; see below) and remain until the conference concludes at 9 a.m. on Friday, April 29. Arrivals and departures should be arranged accordingly. **Local unions are responsible for all transportation costs.**

Passenger Vehicle: The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765. Please review the attached "Delegate Briefing" memo for more information.

Air and Lodging: For those traveling by air, Travel Solutions International (TSI USA) requires a one-time registration for each local union agreeing to their services. Please complete the information required in this link: <https://form.jotform.com/210403752631041>

All airline tickets are non-refundable and non-transferable.

Please allow 24 hours for TSI USA to process the information provided. Once a local union is registered, the local union must complete the online UBE Airline Reservation by April 8, by going to the following link: <https://cvent.me/VywOzQ>. The transaction fee for making airline reservations is \$20.00 per person.

When registering for flights, be prepared to pay for airfare with a credit card or local union check. No personal checks will be accepted. The travel agency will email the local union/delegate an itinerary that will **need approval prior** to ticketing. If paying for airfare with a local union check, payment must be mailed within 24 hours after you are emailed by the travel agency. Send to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. Checks must be accompanied with a copy of the invoice from the travel agency.

Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license or other government-issued identification recognized by the Transportation Security

Administration. Failure to do so could result in up to a \$150 charge to correct an airline ticket. That charge will not be reimbursed by the UAW.

To assure maximum savings, delegates who fly to DTW will be **required** to arrive in Detroit on Saturday, April 23. The UAW International will provide overnight lodging in Detroit for April 23, **based on single occupancy at the Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174**. Hotel shuttles will be arranged by the Family Education Center to meet delegates outside of the baggage claim when their flights arrive.

Please note that hotel occupancy has been modified in observance of COVID-19 guidelines. This may change in the future to follow the CDC and State of Michigan protocols.

Bus: For those traveling by air, at 9 a.m. (EDT) on Sunday, April 24, a charter bus will take delegates from the hotel to the Family Education Center. Estimated arrival is before 3:30 p.m. A one-hour lunch stop is planned during the bus trip. For the return trip on Friday, April 29, **no flights arrangements should be made before 5 p.m. (EDT)**. The bus will leave the Family Education Center for the airport at 9:30 a.m. on Friday.

Cancellations and Refunds

Registration fees are non-refundable. Local unions should select alternates to replace delegates who cancel and notify their regional office. This conference is an investment in the future of your local union.

This official call includes information that should be shared with local unions.

In solidarity,



Ray Curry
International President

RC:RH:rv
opeiu494afl-cio

cc: International Officers
Top Administrative Assistants
Assistant Regional Directors
Tim Bressler
Todd Brien
Ruthann Hande
Delrico Lloyd
Dave Stalnaker



LOCAL UNION GUIDELINES

EDUCATION COMMITTEES CONFERENCE

APRIL 24 – 29, 2022

THE WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER



- ❖ FILING GUIDELINES
- ❖ REGISTRATION FORM

The following information is provided to assist local unions in processing the **Education Committees Conference** applications. These guidelines should prevent misunderstandings regarding delegate selection and local union financial obligations.

The **Education Committees Conference** is designed to provide specific training for Education Committees' members.

Locals are encouraged to:

- ◆ Select first-time delegates who want to serve on their Education Committee or become more involved in the local union.
- ◆ Avoid sending delegates who have attended similar programs at the Center, regional summer schools, or other programs.

*****Please inform approved delegates that all COVID-19 protocols will be followed including masking*****

ELIGIBILITY

Delegate's eligibility is limited to active members of your local union, including members on lay-off or strike. However, members on sick leave, retired members, and spouses who are not members of your local union are not eligible to attend.

REGISTRATION

Local unions must register their delegates via the following link:

Website: <https://conference.uaw.org/education.php>

Username: Education 2022

Password: 600Committees

Local unions must provide each delegate's personal (non-work) email when registering delegates for this conference.

Regions will be given access to a list of their registered delegates through LUIS to approve, a process that will take place after online registration closes. This is due to limited spaces.

The approved delegates and their local union leadership will be notified via email that their registration is complete and will be contacted with further information about the conference. Delegates who are not approved will be notified via email that the conference capacity is full and will be put on a waitlist.

REGISTRATION DEADLINES

SESSION DATE	REGISTRATION DEADLINE Include \$650 registration fee. Only paid if approved by region.	AIRLINE DEADLINE
April 24 – 29	Thursday March 31	Friday April 8

REGISTRATION FEES

- ◆ Local unions must pay a **\$650** non-refundable registration fee through LUIS by choosing the *Submit a Payment* option under the *Conference* menu.
- ◆ Funds will **NOT** be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.

TRANSPORTATION

Local unions are responsible for all transportation costs for approved delegates attending the conference.

DRIVING TO CENTER:

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765. Please provide the attached “Delegate Briefing” memo to the approved delegates for more information.

FLYING TO CENTER:

Local unions must complete a one-time registration with Travel Solutions International (TSI USA), agreeing to their services. Please complete the information required in this link:

<https://form.jotform.com/210403752631041>

Please allow 24 hours for TSI USA to process the information provided. Once a local union is registered, the local union must complete the online UBE Airline Reservation by April 8 by going to the following link: <https://cvent.me/VywOzQ>. The transaction fee for making airline reservations is \$20.00 per person.

- ◆ Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license. Failure to do so could result in up to a \$150 charge to correct an airline ticket. The UAW will not reimburse that charge.
- ◆ The Family Education Center will make all flight arrangements at least 15-21 days in advance to take advantage of Super-Saver rates. (See chart with deadlines on the second page).
- ◆ **All airline tickets are non-refundable and non-transferable.**
- ◆ When contacted by the travel agency via email, be prepared to pay for airfare with a credit card or local union check. No personal checks will be accepted. If you do not receive an email from the travel agency after registering the delegates, please check your Spam folder.
- ◆ TSI will email delegates an itinerary that will include the invoice for payment to the email address provided through the online registration.

AIRLINE PROCEDURE

If paying for airfare with a local union check, you must mail the payment within 24 hours after TSI contacts you. Please make check payable to UBE and send the payment to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. You must include a copy of the invoice with the check.

Saturday Lodging/Sunday Bus Charter: To assure maximum savings, delegates who are flying will be required to arrive in Detroit on Saturday preceding their Sunday departure to the Center. Delegates will be provided with one night's lodging. The hotel and bus information is printed on the e-ticket itinerary provided by TSI. Charter buses providing transportation to the Family Education Center for those who fly into Detroit will leave at 9:00 a.m. ET and arrive at the Center at approximately 3:30 p.m. A one-hour lunch stop is planned during the bus trip. **No flights should be scheduled prior to 5:00 p.m. ET for the return trip home on Friday.**

LOST TIME

The payment of lost time is the sole responsibility of the local union.

CANCELLATION AND REPLACEMENT

The regional office should be notified immediately of the names of cancellation and/or replacement delegates. If no replacement is designated, the registration fee remains non-refundable.

In the event of a last-minute change, delegates must be provided the name of the member they are replacing. Upon check-in at the Center, a replacement delegate that provides the name of a last-minute cancellation will be able to use the \$650 paid registration fee. When processing delegates' changes, please remember that airline tickets are non-refundable and non-transferable.



DELEGATE BRIEFING

UAW CONFERENCE/INSTITUTE

The Walter and May Reuther UAW Family Education Center

Attending the Walter and May Reuther UAW Family Education Center (FEC) is a privilege. Delegates are expected to make the most of this opportunity. All delegates must attend all scheduled classes. Delegates who do not attend classes will be requested to leave the FEC.

Delegates who fail to attend classes or elect to leave prior to the program's conclusion will not receive a certificate and the local will not receive a reimbursement of the conference/institute registration fee.

PARKING POLICY

In an effort to avoid any embarrassment for participants, please be advised of the following Walter and May Reuther UAW Family Education Center policy:

Vehicles allowed to park in the FEC **must be union-made and have a vehicle VIN number beginning with 1, 2, 4 or 5 (i.e., made in USA or Canada)**. VIN numbers are located in the dashboard or door jamb of vehicles. Upon arriving at the FEC, security guards check each vehicle's VIN number. If the vehicle VIN number is anything other than 1, 2, 4 or 5, parking accommodations are available in a lot located adjacent to the FEC's front gate. An FEC bus will transport those delegates to the hotel registration desk.

FLYING TO CENTER

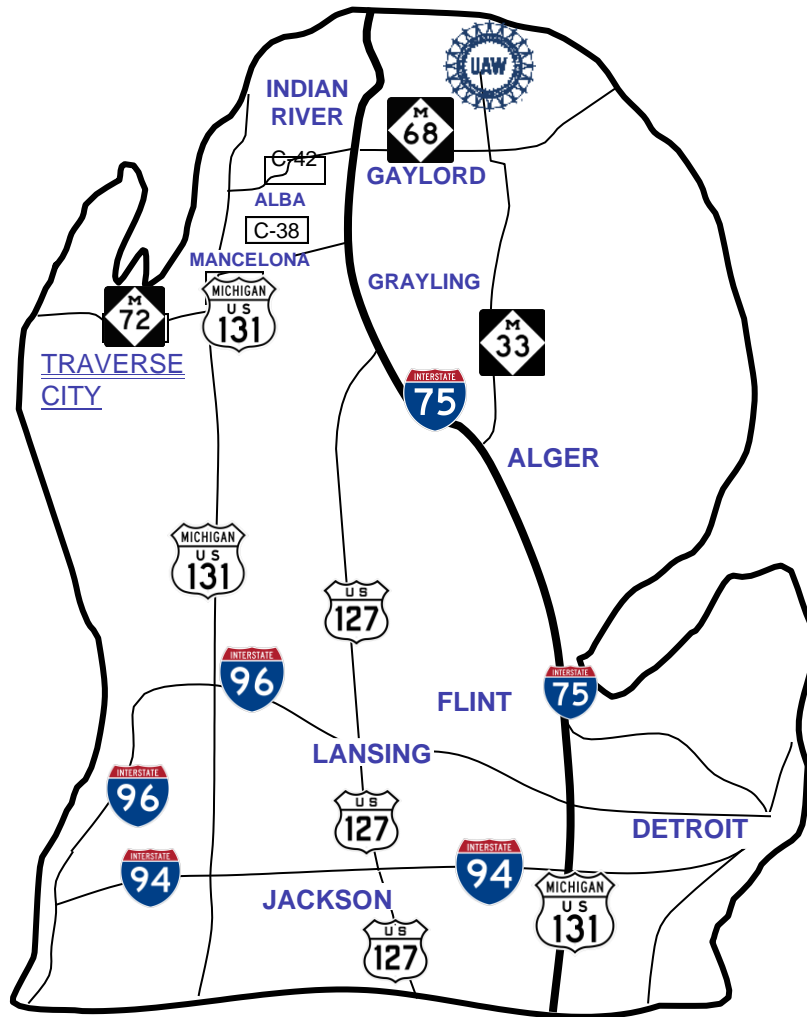
A reservation will be made at the Courtyard Detroit Marriott. A shuttle will be at the airport to pick travelers up. If for some reason you have missed it, please call (734) 721-3200. Sunday, there will be a continental breakfast the morning of your departure to Black Lake. Trinity Bus Company will be outside the main lobby to begin loading at 8 am. The shuttle will leave for Black Lake at 8:30 am.

Answers to Frequently Asked Questions

All times are Eastern Time (ET)

- All Covid-19 protocols will be followed including masking.
- Room check-in at the FEC begins any time after 3 pm on Sunday.
- No pre-assigned room requests will be taken over the telephone.
- Conference/Institute Registration is 3 pm to 5 pm.
- Optional center walking tour at 5 pm.
- Dinner will be served daily at 6 pm.
- Opening plenary is at 7 pm on Sunday evening. Workshops begin on Monday at 8:45 am.
- The conference/institute will end on Friday at 9 am.
- **All fliers will return to Detroit on Friday; all return flights should depart from Detroit Metropolitan Airport after 5 pm.**
- Email and internet access is available at the FEC.

Directions to the Walter and May Reuther UAW Family Education Center
2000 Maxon Road, Onaway, MI 49765



Approximately 4½ hours from Detroit – 280 miles

From Detroit:

In Michigan, take I-75 north to Exit 310, Indian River

Turn right onto Highway M-68 East toward Onaway/Rogers City.

Travel approximately 20 miles. About 1-mile past the town of Tower, turn left onto FO-5, also known as Black River Road. A UAW sign is posted directing you to turn left.

Travel five miles until you come to a STOP sign. You will see UAW's Black Lake Golf Club. Continue straight which leads directly into the Family Education Center.

From Detroit Metro Airport:

Take I-94 West to I-275 North to I-96 West, to US 23 North which becomes I-75 near Flint. Travel North to Exit 310, Indian River.

REQUIRED



All delegates are **REQUIRED** to be on time and attend every class, workshop or plenary session as indicated on your weekly agenda. Anyone failing to report is subject to dismissal from the conference or institute.

BANNED OR PROHIBITED ACTIVITIES

-  **Smoking and Vaping** are prohibited in all indoor facilities, including guest rooms. When smoking outside, please be mindful that this property is heavily forested and sparks can pose a serious fire threat. Please smoke in designated areas and place cigarette butts in proper receptacles.
-  Due to fire danger, absolutely no **bonfires/campfires** are permitted at the Center (except in designated areas in the campground).
-  The use of **drugs**, including medicinal and recreational **marijuana**, is not permitted on any part of the Black Lake property.
-  **Weapons**, including **handguns**, are not allowed on campus, even for those licensed to carry concealed handguns. All guns must be locked and secured with Security at the main gate.
-  State and liquor laws apply to the Center. **Open alcoholic beverages are not allowed in public spaces.**
-  **Vandalism, theft, destruction of property, or other suspicious activity** should be reported to Security immediately and proper accident reports filed.
-  **Gambling** is limited to guest rooms only and not allowed in public areas. Tables and chairs can be requested from the front desk.
-  Use of **rollerblades, scooters, skateboards or hover boards** is not permitted.



PACKING CHECKLIST

We're looking forward to seeing you at The Walter and May Reuther UAW Family Education Center. Below is a suggested list of items you may want to consider bringing with you when you head to our Family Education Center. Safe travels!

Essentials

- Shampoo / Hairbrush / Blow-dryer
- Toothbrush / Toothpaste
- Sunscreen
- Medications - prescription / OTC
- ID / Insurance Card

Miscellaneous

- Umbrella
- Extra Blanket
- Extra \$\$ for spending
- Insect repellent
- Phone Charger

Apparel

- Red Shirt for Wednesday
- Jacket / Hoodie / Sweatshirt
- Jeans / Pants
- Swimsuit – *for indoor pool or lake
- Casual clothing
- Shoes / Gym Shoes

Red Pine Market

Red Pine Market is an on-site market that sells snacks, drinks, gifts, and small toiletries.

Please Note:

Due to the unpredictable cell phone service at the center, in case of an emergency, family members can call the 24-hour switchboard (989) 733-8521.

