



OFFICIAL CALL TO THE 2022 VIRTUAL UAW STANDING COMMITTEES CONFERENCE December 14, 2022

The UAW Education Department will virtually hold its annual Standing Committees Conference on December 14, 2022. The conference will be held online using Zoom.

Conference Program

Wednesday, December 14
10 a.m. to 4:00 p.m. ET

The Standing Committees Conference is designed for standing committees that do not have a stand-alone conference. This includes the Union Label, Consumer Affairs, Conservation & Recreation, and Constitution & Bylaws committees. This conference will consist of whole group workshops and breakouts specific to the work of each of these four committees. There will be opportunities for engagement and collaboration. Topics covered will include:

- Keys to running an effective standing committee
- UAW's core values
- Understanding the role and responsibilities of each committee
- Ideas for standing committee projects
- Creating a one-year strategic plan

Eligibility to Attend

This conference is open to UAW members in good standing serving on their Union Label, Consumer Affairs, Conservation & Recreation, Constitution & Bylaws committee, or those interested in starting one of these four committees. Local unions are encouraged to register first-time delegates who have not previously attended similar programs. Capacity is limited to 150 delegates.

For the best virtual conference experience, delegates must use a computer or a tablet with a camera, not a smartphone. Connecting via phone will not allow full participation in the virtual conference experience. There will not be a dial-in option; delegates will only be able to connect via a link on a computer or tablet. Delegates will also need a stable internet connection.

There will be a 30-minute lunch break during the conference. Delegates should plan on having their lunch readily available to ensure they are back in the zoom conference room on time.

Registration

Local unions must register their delegates in the Local Union Information System (LUIS) via this link:

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

Username: **Standing2022**

Password: **2022Committee**

Registration is open from now until **November 28, 2022**.

The conference registration fee is \$20 per delegate and must be paid by local unions using ACH. This registration fee covers the cost of printing and mailing conference materials directly to participants. 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 on November 28, 2022.

In registering delegates for this conference, local unions must provide the personal (**non-work**) email and personal mailing address of each delegate. The conference link will be emailed to the personal email address of approved delegates, and the conference materials will be mailed to the personal address of the delegate.

Cancellations and Refunds

Registration fees are nonrefundable because we will begin mailing conference materials immediately upon approval of delegates by the region, and the registration fee of \$20 covers the cost of printing and mailing those materials. Similarly, **registrations are not transferrable, and conference delegates are asked not to share any links. Only approved registered delegates will be admitted to the zoom conference.**

Regional Allocations and Approval Process

Between November 29 - December 1, 2022, regions (Regional Director, Assistant Director, Regional Education Staff) will be given access to a list of their registered delegates through LUIS. Regions should then approve their delegates by December 1, 2022, to meet their respective allocation in the chart below.

Allocation								
Conference Capacity	Reg. 1	Reg. 1A	Reg. 1D	Reg. 2B	Reg. 4	Reg. 8	Reg. 9	Reg. 9A
150	18	17	17	26	25	27	7	13

The approved delegates will be notified via email on December 2, 2022, that their registration is complete. ACH will charge the local union the registration fee(s) for approved delegates, and approved delegates 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, but they will be placed on a waitlist.

Attached you will find an FAQ sheet that should be shared with local unions to pass on to delegates.

In solidarity,

A handwritten signature in black ink that reads "Ray Curry". The signature is written in a cursive, flowing style.

Ray Curry
President
International Union, UAW

RC:RH:kmc
opeiu494af1-cio
Attachment



Virtual Standing Committees Conference December 14, 2022

Frequently Asked Questions

What will be covered at this conference?

We are going to discuss the role and responsibilities of the Union Label, Consumer Affairs, Conservation & Recreation, and Constitution & Bylaws committees. We will also have workshops on running an effective committee, the UAW's core values, and creating a one-year strategic plan.

If my local union registers me, am I automatically a delegate to the conference?

Just like our in-person conferences, regions approve all delegates based upon their allocated number of slots. This is because we have limited capacity for conferences, including virtual ones. We want to make sure we have adequate staffing for a good conference experience. Depending on the level of interest, some registrants may be put on a waitlist. On or about December 2, 2022, we will notify everyone if they are a delegate or on the waitlist. At that time, we will also mail conference materials to delegates at their personal address.

How do I participate in the conference?

For the best virtual conference experience, you will need a computer or a tablet with a camera. We advise you not to use your smartphone, as your conference experience would be limited. You should also download the latest version of Zoom (<https://zoom.us/download> or get the app from your app store). If you already have Zoom, make sure you have the latest updated version. You will have access to the conference via a web link, which will be sent to your personal email address a couple of days before the conference. You will have the best virtual conference experience if you use the Zoom app rather than a web browser. Be sure to test your computer/tablet ahead of time to ensure that the microphone and speakers work. You will also need a stable internet connection. Conference materials will be mailed to you before the event. You do not have to review them before the start of our conference. However, please have your materials with you during the conference for the best learning experience.

Do I have to turn on my camera?

Yes, we want to see you! Our conferences at the UAW Education Center are fueled by education and solidarity and we want to capture that spirit in our virtual conference. Our program includes larger sessions as well as breakouts where you will work in smaller groups. Of course, we understand if you need to shut off your camera for a moment, but you should quickly join us again with your video.

Is attendance taken?

We take attendance at all our conferences, including virtual ones. Information is then shared with the regions.

Will there be a lunch break?

Yes, we will have a 30-minute lunch break, during which we will leave the zoom room open for chatting with other participants. Please have your lunch readily available so you have time to eat and jump back in when the conference reconvenes.

Who do I contact if I do not receive my conference materials?

If you have not received your conference materials by December 12, 2022, email us at education@uaw.net with your name, local union, and home mailing address.

I can't attend the conference. Can I give my login credentials to someone else?

No, your login credentials should not be shared with others. If you are unable to attend the conference, please notify your local union right away and email education@uaw.net to let the National Education Department know. We will work with your region to fill your spot with someone from the waitlist.

I've never used Zoom before. Can I get help using it?

Yes! Each delegate will receive a Zoom tutorial guide via email prior to the conference.

Who can I contact with questions?

You may email education@uaw.net with your name, cell number, local union number, and question(s), and someone will follow up with you.