



INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE & AGRICULTURAL IMPLEMENT WORKERS OF AMERICA – UAW

RAY CURRY, *PRESIDENT* • MARGARET MOCK, *SECRETARY-TREASURER*
VICE-PRESIDENTS: CHUCK BROWNING • MIKE BOOTH • RICH BOYER

March 2023

To: All Local Union Presidents, Recording Secretaries, and Financial Secretaries

Re: Education Committee Conference – June 11-16, 2023

The UAW Education Department will host its annual Education Committee Conference from June 11-16, 2023. The conference will be held at The Walter and May Reuther UAW Family Education Center in Onaway, Michigan. Delegate allocation for UAW Region 4 is 41.

CONFERENCE AGENDA

(All times Eastern Standard (ET))

Sunday, June 11 (Arrival)

3 - 5 p.m. - Registration

6 - 7 p.m. - Dinner

7 - 8 p.m. - Conference Opens

Monday - Thursday

8:45 a.m. to 5 p.m. - Training and Workshops

Friday, June 16 (Departure)

8:30 - 9 a.m. - Certificate presentation 9 a.m. - Conference Adjourns

This conference is for members serving on their local union's education committee, and those who wish to start an education committee at their local. Delegates will learn how to run their committee and build skills for presenting workshops at their local. We are offering two tracks: one for new delegates to the conference, and a second for returning delegates.

New delegates will participate in workshops covering such topics as adult learning styles, how to use visual aids and media, strategic planning to grow committees, and facilitation techniques. Returning delegates will participate in workshops that will build upon the skills they learned during their previous education conference. Workshops will hone facilitation skills while providing practice teaching opportunities in workshops that should be taught at their local union. After successfully completing the workshops, delegates will be granted access to the Education Department's curriculum kits to use at their local union.

Eligibility to Attend

The conference is open to UAW members in good standing and is ideal for those who currently serve on their local union education committee, or those interested in starting an education committee.

Registration

Local unions must register their delegates **no later than May 11, 2023**. 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. It 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 their region approves the delegates. This process will take place after online registration closes. Registration is open from now until May 11, 2023.

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 a \$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. Eastern Time (ET) on Sunday, June 11 (except for those arriving by flight; see page 3: "Flight Arrangements") and remain until the conference concludes at 9 a.m. (ET) on Friday, June 16. 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 (FEC) is located at 2000 Maxon Road, Onaway, MI 49765.

Please be advised of the following Walter and May Reuther UAW Family Education Center policy:

Vehicles allowed to park in the FEC (Family Education Center) 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 adjacently located to the FEC's front gate. An FEC bus will transport those delegates to the hotel registration desk.

Flight Arrangements

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 delegates from a local union are registered and approved by the region, the local union must complete the online UBE Airline Reservation by May 26, by going to the following link: <https://cvent.me/ed0vYb>. The transaction fee for making airline reservations is \$20 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 by 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. The UAW will not reimburse that charge.

To guarantee maximum savings, delegates who fly to DTW will be required to arrive in Detroit on Saturday, June 10. The UAW International will provide overnight lodging in Detroit for June 10, based on double occupancy at the Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174. The UAW Family Education Center will arrange hotel shuttles to meet delegates outside of the baggage claim when their flights arrive.

Please note that hotel occupancy may change in the future to follow CDC and State of Michigan COVID-19 protocols.

Bus: For those traveling by air, at 9 a.m. (ET) on Sunday, June 11, a charter bus will take delegates from the hotel to the UAW 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, June 16, no flights should be made before 5 p.m. (ET). The bus will leave the Family Education Center for the airport at 9:30 a.m. (ET) on Friday, June 16.

Cancellations and Refunds

Registration fees are non-refundable. Local unions should notify their regional office of any alternates to replace delegates who cancel. 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



**LOCAL UNION
PROCESS**

EDUCATION COMMITTEES CONFERENCE

JUNE 11 - 16, 2023

*THE WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER
ONAWAY, MICHIGAN*

- ▶ **FILING GUIDELINES**
- ▶ **REGISTRATION PROCESS**



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

The **Education Committees Conference** is designed for members serving on their local union's education committee, and those who wish to start an education committee at their local. Delegates will learn how to run their committee and build skills for presenting workshops at their local. We are offering two tracks: one for new delegates to the conference, and a second for returning delegates.

Locals are encouraged to prioritize first-time delegates who want to become more involved in their local union.

****Please inform approved delegates that all COVID-19 protocols will be followed, which may include masking.****

ELIGIBILITY

The conference is open to UAW members in good standing and is ideal for those who currently serve on their local union education committees, or those interested in starting an education committee.

Delegate eligibility is limited to active members of your local union, including members on lay-off or strike. 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: 2023EDU (case sensitive)

Password: UAWEDU23 (case sensitive)

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 allotted to each region.

The delegates will be notified via email that their registration is complete, but they are not confirmed as attendees to the conference until the region has completed the approval process. The local and approved delegates will be contacted with further information about the conference via email. Delegates who are not approved will be notified that the conference capacity is full and they will be on the waitlist in case space becomes available.



REGISTRATION DEADLINES AND FEES

| SESSION DATE | REGISTRATION DEADLINE Includes \$650 registration fee. Paid on May 19 only if approved by region. | AIRLINE DEADLINE |
|--------------------|--|------------------|
| JUNE 11 - 16, 2023 | Thursday May 11 | Friday May 26 |

- ▶ 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.

DRIVING TO CENTER

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

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765.

Please be advised of the following Walter and May Reuther UAW Family Education Center (FEC) 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

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 delegates from a local union are registered and approved by the region, the local union must complete the online **UBE Airline Reservation by May 26**, by going to the following link: <https://cvent.me/ed0vYb>. The transaction fee for making airline reservations is \$20 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 the "Spam" or "Junk" folder in your email account.
- ▶ 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 the 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 guarantee maximum savings, delegates who are flying will be required to arrive in Detroit on **Saturday, June 10**, 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 a.m. (ET) and arrive at the Center at approximately 3:30 p.m. (ET). A one-hour lunch stop is planned during the bus trip. **No flights should be scheduled prior to 5 p.m. (ET) for the return trip home on Friday, June 16.**

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 any delegate(s) who are canceling, along with the name of the replacement delegate(s). If no replacement is designated, the registration fee remains non-refundable.

In the event of a last-minute change, the substitute delegate(s) must be provided the name of the member they are replacing. Upon check-in at the Center, the substitute delegate will provide the name of whom they are replacing so that the \$650 paid registration fee will apply to the substitute. When processing delegates' changes, please remember that airline tickets are non-refundable and non-transferable.

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