

# REGION 4



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INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA-UAW

SHAWN FAIN, *PRESIDENT*

MARGARET MOCK, *SECRETARY-TREASURER*

VICE-PRESIDENTS: CHUCK BROWNING • MIKE BOOTH • RICH BOYER

May 2023

To: All Local Union Presidents, Recording Secretaries, Financial Secretaries,  
Women's Executive Board, and Area Chairs – Region 4, UAW

Re: National UAW Women's Conference – August 6-11, 2023

Greetings:

The 2023 International UAW Women's Conference will be held at the **Walter and May Reuther UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765**. Attendance is limited to delegates and will be filled on a first come, first serve basis. UAW Region 4 is allocated 45 delegates for this conference.

CONFERENCE AGENDA (ALL TIMES ARE EASTERN TIME)		
<b>Sunday, August 6 (Arrival)</b> Registration 12 p.m. to 4 p.m. Conference Opens - 5 p.m.	<b>Monday – Thursday August 7-10</b> Training & Plenaries 8:45 a.m. to 4:30 p.m.	<b>Friday, August 11 (Departure)</b> Conference Adjourns – 9 a.m.

**Local Union Guidelines:** The following information is provided to assist local unions in processing the International UAW Women's Conference applications. These guidelines should prevent misunderstandings regarding delegate selection and local union financial obligations. The International UAW Women's Conference is designed to provide specific training for Women's Committees' members.

Locals are encouraged to:

- Select first-time delegates who want to serve on their Women's Committee or women in leadership.
- Avoid sending delegates who have attended similar programs at the Center, regional summer schools, or other programs.

**Registration:** Local unions must register their delegates via the following link:

Local unions must register their delegates via the following link: **Website: <https://women.uaw.org/>.**

- **Username: womensconference2023**
- **Password: solidarity23**

**The online registration deadline is Wednesday, July 12, 2023.**

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

**REGISTRATION FEES:**

- Local unions must pay a **\$675** 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- Funds will **NOT** be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.

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

**DRIVING** to the Walter and May Reuther UAW Family Education Center Please provide the attached "Delegate Briefing" memo to the approved delegates for more information.

**FLYING** to the Center **worksites must be more than 500 miles one-way**. 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://cvent.me/vaGBVo> (only works with Chrome). *Please allow 24 hours for TSI USA to process the information provided.* 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. **The airline deadline is Friday, July 21, 2023.**
- 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:** For Delegates flying to Detroit, the delegate will arrive in Detroit on Saturday, August 5, 2023. The Family Education Center will make hotel reservations at the Courtyard Detroit Metro Airport Romulus, (734) 721-3200, for the Saturday night stay. That information will be printed on the e-ticket itinerary provided by the travel agency. The Detroit Airport Courtyard Hotel is a non-smoking establishment. A \$200 fee will be applied to credit card if non-smoking policy is violated.

Charter buses will begin loading at 8 a.m. and leave Detroit from the hotel Sunday at 8:30 a.m. (ET) SHARP. Arrival at the Center will be at approximately 3:30 p.m. For the Friday return-trip, no flights will be made before 5 p.m. (ET).

To take advantage of Super-Saver rates, all flight arrangements are made by the Family Education Center at least 14 days in advance. When contacted by TSI travel agency, be prepared to pay for airfare with either a personal credit card or through arrangements made with the Local Union. Local Unions may pay with a check or credit card. No personal checks will be accepted.

- In cases of airline reservations not made 14 days in advance, the International Union will refund only the cost of Super-Saver fares. Meals, phone charges or other costs incurred during travel are not refundable.
- Airfare reimbursement will be made upon completion of the conference. A \$75 airline registration fee will be deducted from the reimbursement. The International Union will reimburse only the cost of a 14-day advance non-refundable ticket. Any changes, additional costs or late fees will not be reimbursed and is the responsibility of the Local Union or delegate.

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- Registering for the conference <https://women.uaw.org/> and registering for the flight <https://cvent.me/vaGBVo> are separate processes. It is recommended that you receive your approval email that you are registered for the conference first, prior to clicking on the link to register for flights.

**Lost Time:** The payment of lost time is the sole responsibility of the local union.

**Subsidies:** Each Region is allowed to select five delegates for a subsidy that will help reduce the cost of the conference. The subsidy covers the cost of housing (\$305.00) and meals (\$245) at the Center. Airfare or mileage is also reimbursed.

For a delegate awarded a subsidy, the Local Union or delegate is still responsible for any amount above \$550.00, including additional registration fees or costs. Therefore, Special FEC delegates will still be required to pay a \$125 registration fee. Local Unions are responsible for lost time reimbursement. Along with the room/meal subsidy, a subsidized delegate will also be reimbursed for airfare, mileage, and housing expenses if they qualify. Subsidies will follow the above stated reimbursement guidelines. Regional Directors may designate local unions to receive the additional financial support. All subsidy requests should be submitted to UAW Region 4 Women's Coordinator Kelli Harrison ([kharrison@uaw.net](mailto:kharrison@uaw.net)) and Andrea Williams ([amwilliams@uaw.net](mailto:amwilliams@uaw.net)) no later than close of business on Monday, July 10, 2023. To be considered for this assistance, the local union president must make the request to my attention in writing and attach the local's last three-monthly financial statements. If chosen, you will receive a confirmation letter from me.

**Cancellation and Replacement:** Cancellations must be submitted to **Kelli Harrison** ([kharrison@uaw.net](mailto:kharrison@uaw.net)), UAW Region 4 Women's Coordinator and **Andrea Williams** ([amwilliams@uaw.net](mailto:amwilliams@uaw.net) or 608-713-7900) at least **15 working days** prior to the conference (July 14<sup>th</sup>) so that reservations can be reallocated. Refunds will only be granted for valid emergency reasons until July 14, 2023. **No refunds will be given after July 14<sup>th</sup>.**

In solidarity,



Brandon Campbell, Director  
Region 4, UAW



# DELEGATE BRIEFING

## 2023 International UAW Women's Conference

### The Walter and May Reuther UAW Family Education Center

Attending the Walter and May Reuther UAW Family Education Center (FEC) is an honor. 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. Firearms are prohibited.

Delegates who fail to attend classes or elect to leave prior to the program's conclusion will not receive a certificate.

#### PASSENGER VEHICLE

Delegates who elect to drive to the FEC should be informed of the "**multiple of three**" rule. When a local sends more than one delegate to the session, delegates should travel in multiples of up to three per vehicle. Please see information below about permissible vehicles.

#### 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 in the FEC **must be North American and 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

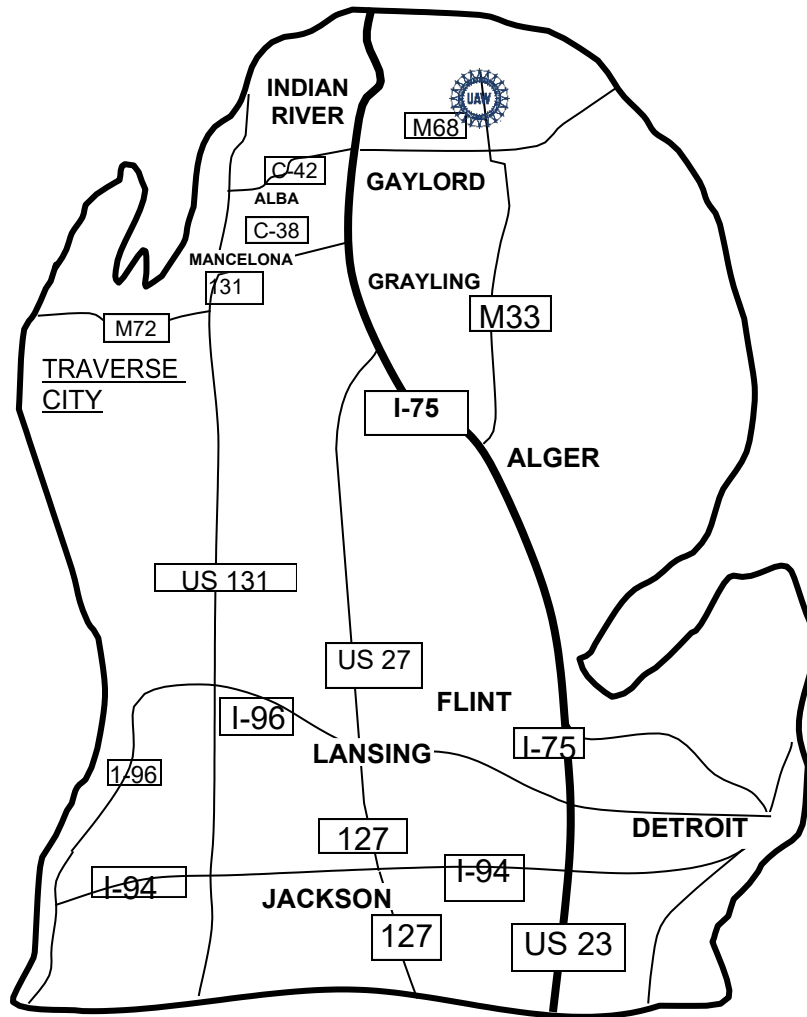
A reservation will be made at the Courtyard Detroit Marriott. A shuttle will be at the airport to pick travelers up. If for some reason you have missed it, please call (734) 721-3200. Sunday, there will be a continental breakfast at the hotel the morning of your departure to Black Lake. Trinity Bus Company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

#### Answers to Frequently Asked Questions

All times are Eastern Time (ET)

- Room check-in at the FEC begins any time after 3 p.m. on Sunday.
- No pre-assigned room requests will be taken over the telephone.
- Conference Registration is 12 p.m. to 4 p.m.
- Bus Tour/Walking Tour at 7:45 p.m.
- Dinner will be served daily at 6 p.m.
- Opening plenary is at 5 p.m. on Sunday evening. Workshops begin on Monday at 8:45 a.m.
- The conference will end on Friday at 9 a.m.
- All fliers will return to Detroit on Friday; all return flights should depart from Detroit Metropolitan Airport after 5 p.m.
- Email and internet access is available at the FEC at certain locations.

**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.



# Black Lake CONFERENCE CENTER



## DELEGATE PACKING

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/Hot Spot

### Red Pine

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

### Apparel

- Red Shirt for Wednesday
- Jacket / Hoodie / Sweatshirt
- Jeans / Pants
- Swimsuit - \*for indoor pool or lake
- Casual clothing
- Shoes / Gym Shoes
- Rosie the Riveter Attire (Rosie Day)
- Represent your Region  
(Your Region has a theme, reach out to your Advisory Council Member for more information)
- Director's Dinner Attire

### 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.