



OFFICIAL CALL TO THE

2024 FINANCIAL OFFICERS' CONFERENCE

March 3 - 8, 2024

Marriott Marquis Houston
1777 Walker Street
Houston, Texas 77010

To: Local Union Presidents, Financial Secretaries, Recording Secretaries & Trustees

EVENT INFORMATION

The Secretary-Treasurer's office will hold its annual Financial Officers' Conference (FOC) Sunday, March 3, through Friday, March 8, 2024. The conference will be held at the Marriott Marquis Houston.

Participants will have an opportunity to attend core classes that offer in-depth training and resources specific to the duties of their elected position. These classes provide extensive training on targeted topics like step-by-step instructions for completing and electronically filing LM and 990 forms, administrative rolls and responsibilities, and trustee training. Plenary sessions will cover topics of interest to all participants.

Delegates will attend two (2) WORKSHOPS. There will be four (4) to six (6) workshops offered so training can be interest specific. Workshop selections and descriptions can be found in the registration link in Local Union Information System (LUIS). Workshop capacity is limited. Local unions responding early with completed registration form and non-refundable fees will have the best chance of being placed in their workshops of choice before capacity is reached. Be sure to register early!

Eligibility To Attend

The conference is open to Local Union Presidents, Financial Secretaries/Treasurers, Trustees, and Recording Secretaries. Local Union Bookkeepers may also attend.

EVENT DETAILS AND AGENDA

SUNDAY, MARCH 3, 2024

TRAVEL DAY

Registration ~ 12 p.m. – 6 p.m.

MONDAY, MARCH 4, 2024

Registration ~ 7 a.m.

Conference Hours ~ 8 a.m. - 4:30 p.m.

Lunch Provided

(deduct lunch from per diem)

TUESDAY, MARCH 5, 2024

Conference Hours ~ 8 a.m. - 4:30 p.m.

Lunch Provided

(deduct lunch from per diem)

WEDNESDAY, MARCH 6, 2024

Conference Hours ~ 8 a.m. - 4:30 p.m.

Lunch & Dinner Reception Provided

(deduct lunch & dinner from per diem)

THURSDAY, MARCH 7, 2024

Conference Hours ~ 8 a.m. - 4:30 p.m.

Lunch Provided

(deduct lunch from per diem)

FRIDAY, MARCH 8, 2024

Class Hours ~ 8 a.m. - 11:30 a.m.

Conference concludes after lunch

Lunch Provided

(deduct lunch from per diem)

SATURDAY, MARCH 9, 2024

TRAVEL DAY

The Secretary-Treasurer will host a dinner reception on Wednesday, March 6, at 6 p.m. We encourage all participants to attend.

REGISTRATION

Pre-Event Registration

Registration for the event will be done through LUIS by selecting under the 'Conference' tab. Pre-registration will be open from **November 30, 2023**, until **February 1, 2024**. The conference registration fee is \$500.00 per participant and must be paid by local unions using ACH. Local unions will pay online through LUIS by choosing 'FOC' then 'FOC Payment' option under the 'Conference' menu.

If you are not registered on LUIS, please use the link and login information below:

<https://foc.uaw.org>

username: UAWFOC

Password: FOC2024

If it is necessary for a participant to cancel, no refunds will be issued after February 1, 2024, however local unions may replace participants no later than February 27, 2024.

Guest Registration - NEW POLICY

Participants may bring a guest who will share the hotel room reserved for the participant. **Guests may participate in the lunch meals and the dinner reception for an additional cost of \$700.00 (this amount is subject to change).**

TRAVEL INFORMATION

Travel for Participants

Conference participants are responsible for making their own hotel and travel arrangements. The travel dates are Sunday, March 3, and Saturday, March 9.

All participants are expected to arrive at the Marriott Marquis Houston by 7 a.m. on Monday, March 4, and remain until the conference concludes after lunch on Friday, March 8. Arrivals and departures should be arranged accordingly.

Arrangements for booking airline reservations have been made with Travel Solutions International (TSI USA). TSI USA requires a one-time registration for each local union agreeing to their services. If you have not previously submitted the required information, please use this link, (<https://form.jotform.com/210403752631041>). Please allow 24 hours for TSI USA to process your registration. Once the local union is registered, you may call TSI USA at (866) 397-0667 to make airline reservations. The transaction fee for making airline reservations is \$20.00 per person.

Travel for Guests

In keeping with UAW policy, guest travel is not a reimbursable expense and reservations for guest travel cannot be made through the UAW's travel partner (TSI USA).

Lodging

Rooms at the Marriott Marquis Houston have been secured at a discounted rate of \$249 (17% Hotel Room Tax and 1.35%, Texas Recovery Fee). The **deadline** to make a hotel reservation is **February 8, 2024**. Reservations can be made by calling (888) 236-2427 or (713) 654-1777 or online by using the hotel link <https://book.passkey.com/e/50687754>. The hotel link is also available on LUIS.

Parking

Onsite parking is \$38.00 a night, Valet \$65.00 per night.

Lost Time and Expenses

All expenses, including hotel and airfare, and lost time wages are the responsibility of each local union. All other expenses to this event (baggage, parking, meals) are the responsibility of the delegate attending the event, and they should follow normal reimbursement processes provided to them by their local bylaws.

MISCELLANEOUS INFORMATION

LM Allocations for Local Unions

For local unions who are required to file an LM2 with the Department of Labor, the Financial Officer's Conference functional category breakdown is as follows:

Representative	7%
Administrative	90%
Political	3%

We look forward to your participation in the 2024 Financial Officer's Conference.

In solidarity,



Margaret Mock
Secretary-Treasurer

MM:at

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cc: International Executive Board
Regional Directors
Regional Assistant Directors
Todd Brien
Nicole Current
Joe Ferro
Tamika Foster
Brandon Keatts
Rebecca Suell