



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

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

December 5, 2023

TO: UAW Retired Workers Advisory Council Members
UAW Retired Workers Representatives

SUBJECT: *RETIRED WORKERS ADVISORY COUNCIL MEETING and NATIONAL CAP CONFERENCE*
January 19-24, 2024
Marriott Marquis 901 Massachusetts Ave., NW Washington, DC 20001
(202) 824-9200

My Brothers and Sisters,

The next Retired Workers Advisory Council meeting will be held in conjunction with the UAW National CAP Conference in Washington, DC.

Advisory Council reports must outline how members of the Council will assist Regional CAP Representatives during the 2024 election cycle. Please be specific and keep your remarks to a 3-5 minute timeframe.

Please plan your travel as follows:

ARRIVE: Friday, January 19 (3:00 p.m. Hotel Check-In, 6:00 p.m. Dinner)

DEPART: Thursday, January 25

Online Conference Registration

Registration for the 2024 National CAP Conference as well as hotel accommodations **MUST** be done online. Your registration should be completed by **Tuesday, January 2, 2024**. Your \$325 National CAP Conference registration fee has been prepaid, and your credentials will be available for your pick-up at the CAP Registration area. **Unlike past years, the UAW will not be able to accommodate members' guests, including spouses, partners, and/or companions.**

The following link and password should be used to register and book your hotel:

All entries are case sensitive:

<https://cap.uaw.org>

Username: CAP2024

Password: UAWCAP

If you have any issues registering online, please call Shavonne at 313-926-5640.

Hotel Accommodations

Staff and delegates MUST also book your hotel accommodations for the Marriott Marquis through the above website. **All staff and delegates must book their own rooms.** The Housing for Retired Workers delegates will be paid through the UAW Retired Workers Department. Staff should use their UAW issued credit cards. You must notify the Retired Workers Department immediately if your travel plans have changed. The hotel will bill the department if your room reservation is not cancelled in advance and this bill will be passed to you. If driving, self-parking will be master billed; however, you will be responsible for any valet parking charges. Incidentals are at your own expense. Handicap rooms are available, so please indicate that when making your reservation. **Cut-off date for reservations is January 3, 2024. Please verify your total room charges upon checkout and be sure to get a copy of your bill for your expenses.**

Air Travel Information

To make airline reservations, call TSI at 1-866-397-0667 by January 2, 2024, to insure the lowest airfares possible. Your airfare will be billed directly to the UAW Retired Workers Department. You must accept the lowest airfare according to the UAW travel guidelines. **Staff should make flight arrangements through Concur.**

In keeping with UAW policy, all Retired Workers delegates residing within 300 miles of Washington, DC should drive, and their mileage expenses should be submitted to the UAW Retired Workers Department for reimbursement. Please call if you have any questions regarding the UAW travel policy.

All meeting attendees should send their request for expense reimbursement and necessary receipts to the Retired Workers Department for payment. Your per diem will be paid as follows when you submit your meeting expenses to our department:

Friday, January 19	\$26.00 (\$55.00 minus Dinner)
Saturday, January 20	\$29.00 (\$55.00 minus Breakfast and Lunch)
Sunday, January 21	\$0.00 (\$55.00 minus Breakfast, Lunch and Dinner)
Monday, January 22	\$29.00 (\$55.00 minus Breakfast and Lunch)
Tuesday, January 23	\$0.00 (\$55.00 minus Breakfast, Lunch and Dinner)
Wednesday, January 24	\$29.00 (\$55.00 minus Breakfast and Lunch)
Thursday, January 25	\$25.00 – Travel Day
Total per diem	\$138

Expense forms will be handed out at the meeting.

I look forward to seeing you in Washington, DC.

In solidarity,



Lisa Rink, Assistant Director
UAW Retired Workers Department

LR:srn
opeiu494
cc: IEB
Top AA's
Assistant Regional Directors
Beckie Bridgewater