



## 2020 UAW National CAP Conference

Washington, DC

February 2-5

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# SCHEDULE

Location	Date	Arrival and Registration
Marriott Wardman Park 2660 Woodley Road, NW Washington, DC 20008 (202) 328-2000	February 2 through February 5	February 1 & 2
<b>Tentative Schedule</b>		
<b>Saturday February 1</b>	Early Registration 1 p.m. – 5 p.m.	
<b>Sunday February 2</b>	Registration 9 a.m. - 4 p.m.  Opening Plenary Session 4:30 p.m. (Ballroom doors open at 4:00 p.m.)	
<b>Monday February 3</b>	Plenary & Workshops	
<b>Tuesday February 4</b>	Regional Breakfasts Lobby on the Hill Reception	
<b>Wednesday February 5</b>	Closing Plenary Session Note: <b>arrange travel for after 2 p.m.</b>	

## ELIGIBILITY

Attendance to the 2020 National CAP Conference will include delegates, distinguished guests of the officers and regional directors, and spouses/companions of delegates. All distinguished guests must be approved by the respective Officer, Regional Director and the President of the International Union.

## REGISTRATION

Registration for the 2020 National CAP Conference will take place online. Payment for registration fees will be submitted through the mail to the National CAP Department. After December 20, 2019 there will be no refunds given for cancelled registrations. Local unions or CAP councils may replace delegates until January 24, 2020. All delegates must be approved by their regional director. **LOCAL UNIONS AND CAP COUNCILS MAY NOT SEND ANOTHER MEMBER OF THEIR LOCAL UNION OR CAP COUNCIL AS A SPOUSE/COMPANION TO AVOID THE \$350 DELEGATE REGISTRATION FEE.**

### DELEGATE AND DISTINGUISHED GUEST REGISTRATION FEE

The registration fee for each delegate and distinguished guest is \$350.

### SPOUSE/COMPANION REGISTRATION FEE

The registration fee for each spouse or companion is \$150.

Please make all checks payable to: **International Union, UAW**

Mail to: UAW National CAP Department  
8000 E. Jefferson Ave.  
Detroit, MI 48214

# ONLINE REGISTRATION AND CREDENTIALS

An online application must be filled out for each delegate, spouse/companion and distinguished guest attending the conference. Everything is case sensitive:

<https://cap.uaw.org>

Username: CAP2020

Password: UAWCAP

Applications can be filled out by the applicants, officers or staff of the local union or CAP council.

If a delegate or local is unable to register online, please call (313) 926-5531.

# HOTEL RESERVATION INFORMATION

## ONLINE REGISTRATION

All delegates, distinguished guests and spouses/companions must register their own rooms via the link provided by the Marriott Wardman Park Hotel (available on <https://cap.uaw.org>) or by calling (202) 328-2000. All hotel reservations and cancellations are the responsibility of the respective conference delegate. Reservations are made on a first-come, first-serve basis. The UAW-negotiated rate is \$209 per night plus applicable taxes and fees. Hotel check-in time is 4 p.m.; check-out is 12 p.m. Cut-off date for reservations is January 8, 2020. One-night room deposit is required.

# AIRLINE RESERVATION INFORMATION

## TRANSPORTATION

Conference attendees are responsible for making their own travel arrangements, and the cost of the airline reservation is the responsibility of the local union or CAP council. Arrangements can be made through American Express by calling (669) 210-8002. Identify yourself as an attendee at the National CAP Conference and use meeting number 4PVA-25137.

We have discounted rates for travel from the airports (DCA and IAD only) to the hotel via Super Shuttle by using the following link: <https://www.supershuttle.com/?GC=PJC92>.

## **EXPENSE GUIDELINES**

### **FINANCIAL ARRANGEMENTS**

Lost time, transportation, hotel costs and the \$350 delegate registration fee will be paid by participating local unions, CAP councils, outside organizations and, where appropriate, from retiree regional funds. Four meals will be provided and should be deducted from any per diems: Sunday dinner, Monday lunch, Tuesday breakfast and Tuesday dinner.

The sponsors of distinguished guests will be responsible for the \$350 registration fee, unless passed on to the distinguished guest.

Adherence to these financial guidelines will expedite the registration process at the conference and in some cases, prevent issues at the CAP Conference registration desk.

## **TUESDAY RECEPTION**

We encourage you to contact your legislators and invite them to attend a reception on February 4. The purpose of this event is for our delegates to share an evening with their congressional leadership. Therefore, if a congressperson cannot attend, it is not necessary for them to send aides or staff for representation.

## **V-CAP SALES BOOTH**

All UAW local unions and CAP councils will be able to sell their merchandise during the 2020 National CAP Conference. They will be allowed one eight-foot table for sales.

The application to have a V-CAP sales booth is attached as an addendum. Locals or CAP councils must complete the form and submit it to their regional director for approval. Once approved, the region will forward the form to the National CAP Department

2020 UAW National CAP Conference  
Washington, DC  
V-CAP SALES BOOTH FORM

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Local Union/CAP Council: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date



Once approved by the regional director, this form should be sent to the National CAP Department at [rcarrigan@uaw.net](mailto:rcarrigan@uaw.net).

UAW National CAP  
8000 E. Jefferson Ave.  
Detroit, MI 48214