



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

January 17, 2024

To: International Skilled Trades Advisory Committee

Greetings:

The International Skilled Trades Advisory Committee (ISTAC) meeting will be held at the Marriott Marquis Hotel in Houston, Texas. The meeting will convene Tuesday, March 5, and conclude by 4 p.m. on Thursday, March 7, 2024. There will be a meeting for ISTAC Officers held Monday evening at TBD upon arrival. **Travel days are Monday, March 4 and Friday, March 8.**

ISTAC's topics for discussion will include reports on skilled trades' issues from each region and sub-council. Please bring a copy of your report to the meeting.

- **Please plan to arrive on Monday, March 4 and check out on Friday, March 8, 2024. (Please note that if you check out on Thursday you will not receive full per diem for Thursday, it will become your travel day.)**
- **Registration will be Tuesday, March 5th at 8 a.m. in the Westchase room, prior to the meeting.**

Please notify Kerstyn Busby in the Skilled Trades Department at kbusby@uaw.net by Monday, February 5th, if you will be in attendance. Please provide your flight arrival and departure times (or approximate arrival/departure if driving).

Lodging

The deadline to make a hotel reservation is February 8, 2024. 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). 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 through LUIS.

Parking

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

Travel Arrangements

If you live within 300 miles of Houston, TX, you must drive. Mileage will be reimbursed at the current IRS rate of \$0.67 per mile.

Flights: We encourage you to make your flight reservations as soon as possible to secure the lowest fares. Reservations cannot be made after February 8, 2024. Conference participants are responsible for making their own travel arrangements. The travel dates are Monday, March 4, and Friday, March 8. All participants are expected to arrive at the Marriott Marquis Houston Monday, March 4, and remain until 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. Please remember that if you choose an agency other than TSI the International will not reimburse the Local.

Expenses

- A flat sum of \$55 per overnight stay for meals and incidental expenses will be reimbursed. Reimbursement for the travel day home will be \$25. **If meals are provided, they will be deducted from the daily per diem.**
- Local airport transportation to and from the hotel will be reimbursed with submitted receipts. (Shuttle, Uber, Lyft, Taxi)
- Parking at the airport you depart from will also be reimbursed by receipt.
- ISTAC Members will be paid staff wage rate for daily attendance. This will not include lost overtime. If a retiree attends per the Bylaws, please contact Becky Ervin for details on wage allowance.
- The International Union will reimburse the local union, upon proper submittal of ISTAC reimbursement forms, which are included with this Call Letter.
- **Rental cars will not be reimbursed.**

Any questions should be directed to Skilled Trades Assistant Director Becky Ervin at (313) 926-5775.

We look forward to your participation in the 2024 ISTAC meeting.

In solidarity,



Shawn Fain
President

Director Skilled Trades Department
International Union, UAW

SC:kb
opeiu494afl-cio
attachments

cc: International Executive Board
International Skilled Trades Staff
Local Union Presidents
Local Union Financial Secretaries
Regional Skilled Trades Coord.
Paul Caucci
Sean Coughlin
Becky Ervin