



Solidarity House

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

DENNIS D. WILLIAMS, *PRESIDENT* GARY CASTEEL, *SECRETARY-TREASURER*
VICE-PRESIDENTS: CINDY ESTRADA • NORWOOD JEWELL • JIMMY SETTLES

SENT VIA E-MAIL

March 2, 2018

TO: International Technical, Office and Professional Advisory Council Members

RE: ITOPAC Meeting (April 18-20, 2018)

Dear ITOPAC Member:

Please be advised that a meeting of the International Technical, Office and Professional Advisory Council will convene on **Wednesday, April 18 through Friday, April 20, 2018**. The meeting will begin at **9:00 am on Wednesday, April 18 and conclude on Friday, April 20, 2018 at 12:00 pm (noon)**. You should plan to arrive in Detroit on **Tuesday, April 17, 2018**.

Do not make travel arrangements which require you to depart Detroit prior to 3:00 pm on April 20, 2018, since the meeting on Friday will not adjourn until noon.

LOGISTICS:

Meeting Place:

The ITOPAC meeting will be held at the UAW-GM Center for Human Resources (GM-CHR) located at 200 Walker Street, Detroit, Michigan 48207 (313-324-5000). The schedule is as follows:

Wednesday, April 18:	9 am to 5 pm (breakfast and lunch provided)
Thursday, April 19:	9 am to 5 pm (breakfast and lunch provided)
Friday, April 20:	9 am to noon (breakfast provided)

Flights:

For those of you flying, please contact Travel Solutions International by e-mail at uaw@tsiusa.com and identify yourself as an ITOPAC member to make your travel arrangements. Your airline reservations will be charged to the UAW. You must request the cheapest flight available, which

may involve a connecting flight. Please remember that if you choose an agency other than CTS, the International Union **will not** reimburse you. For UAW International Staff attending the ITOPAC Council meeting, please follow the current staff protocol for travel.

Driving:

If you live within five (5) hours of driving time from Detroit, you **must** drive. A flight **will not** be approved. Mileage will be reimbursed at the current IRS rate of 54.5¢ (cents) per mile. If you have any questions regarding your eligibility to fly rather than drive, please contact Laura Dickerson (ldickerson@uaw.net or 313-926-5117).

Hotel Accommodations:

A room will be reserved for all ITOPAC members at the MotorCity Casino Hotel, 2901 Grand River Avenue, Detroit, Michigan 48201 (313-237-6733) for the nights of Tuesday, Wednesday and Thursday (April 17-19). If you need an additional night of lodging, please contact Laura Dickerson; however, it will be your responsibility to pay for the additional date(s). You will have to present a credit card when you check in to pay for incidentals and/or the additional date(s). All hotel reservations will be finalized on Friday, March 30, 2018.

If you cannot attend, please inform Barbara Hoyles (bhoyles@uaw.net or 313-926-5782) so your reservation can be cancelled.

In solidarity,



George Hardy, AA/Director
UAW Technical, Office and
Professional Department

GH/LD/brh
opeiu494

cc: Chuck Browning
Inder Bhullar
Officers
Regional Directors
Assistant Regional Directors
Local Union Presidents
Local Union Recording Secretaries
TOP Staff