


**VICE-PRESIDENTS: CINDY ESTRADA • NORWOOD JEWELL • JIMMY SETTLES**

October 16, 2017

To: All Local Union Presidents, Recording Secretaries,  
 Financial Secretaries, Area CAP Council Chairpersons  
 and Staff, Region 4 UAW

Dear Brothers and Sisters:

Plans and arrangements for the **2018 UAW National CAP Conference** are now under way. The conference will be held February 4 – 7, 2018 in Washington, DC. The conference will take place at the Marriott Wardman Park – 2660 Woodley Road, NW Washington, DC 20008.

Each Area CAP Council is entitled two (2) delegates and each State CAP Council is entitled to two (2) delegates. **Requests from local unions will be handled on a first-come, first served basis.** No local union will be allowed more than two (2) delegates, unless the total allotment is not filled. Please note the following is **REQUIRED** as you begin your delegate selection process:

- **PARTICIPATION IN THE WORKSHOPS:** this is our only occasion to meet nationally and provide information in depth to build our political program during the year.
- **LOBBYING ON THE HILL:** the strong showing on lobby day makes a statement to Congress that our Legislative Department relies on.
- **ATTENDANCE THROUGH CLOSE OF CONFERENCE ON WEDNESDAYS:** the conference closes on Wednesday at noon. We want to continue to attract the best speakers and treat them with respect and UAW hospitality.

Delegates attending the CAP Conference have the honor of representing their membership and Region at a National meeting. It is also their duty to return back to their worksites and share the knowledge gained during their week in Washington. Dues dollars pay for this opportunity, and members deserve nothing less.

The **registration fee for each delegate is \$300** and for **each spouse/companion is \$125**. There will be **NO refunds given for cancellations after December 15, 2017.** However, local unions and CAP councils may replace delegates (pending approval from Region) until January 26, 2018. **Local unions and CAP councils may not send another member as a spouse or companion to bypass the \$300 delegate fee.** All delegates and spouses/companions must be pre-registered. Also provisions will be made for distinguished guests at a registration fee of \$300 which must be approved through the Regional Director. Delegates and spouses/companions will register jointly at the registration desk.

**As in previous years, the entire registration process (for conference and hotel) is taking place online.**

The application may be completed by the delegate, officer or staff of the local or CAP Council. Once the application has been completed you will be prompt as to where to send your registration payment.

Similarly, a link is available to reserve a hotel room. We are asking that the entire registration process be completed online so as to expedite matters and eliminate opportunities for errors. The room rate at the Marriott Wardman Park Hotel is \$199 per night plus applicable taxes and fees.

**All room reservations require a one night's deposit via credit card and must be made no later than January 6, 2018.** Reservations made after this date will be on a space available basis. All room reservations are the direct responsibility of the respective conference delegate.

In order to make necessary preparations, we strongly encourage you to submit your online application **before Friday, December 15, 2017**. I urge you to comply with these guidelines, review them carefully and to take the necessary steps to assure that all information is provided.

Lost time, transportation costs, expenses, and the \$300 registration fee should be paid by local unions or CAP councils, outside organizations and, where appropriate, from retiree regional funds. Each delegate will be personally responsible for the \$125 registration fee for his/her spouse/companion. The sponsors of distinguished guests will be responsible for their \$300 registration fee unless it is passed on to the distinguished guest.

Conference attendees are responsible for making their own travel arrangements which can be made through TSI (Travel Solutions International) by e-mail or by telephone. Identify yourself as an attendee at the UAW National CAP Conference in Washington, DC. Please make **your travel arrangements so that you attend all the way through the adjournment at noon on Wednesday**. In order to keep attracting high level speakers to the conference, we want to treat speakers with utmost respect and show UAW hospitality, especially the ones scheduled to close our conference.

**IF YOU ARE UNABLE TO COMPLETE THE APPLICATION ONLINE, PLEASE CALL (313) 926-5531 FOR ASSISTANCE.** To access the registration site, use the following URL and password, **it is case sensitive**.

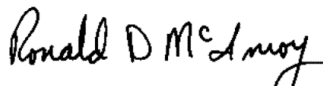
Website: <https://cap.uaw.org>  
Username: CAP2018  
Password: UAWCAP

The attached packet will provide you with the necessary schedule information, guidelines, and deadlines for completing and submitting your registration, fee(s), credential(s), hotel and airline reservation(s), V-CAP sales booth and expense guidelines.

We encourage you to contact your legislators and invite them to the Reception on Tuesday, February 6th. This is an opportunity for the delegates to share an evening with the congressional delegation. If a congressperson cannot attend, it is not necessary for them to send aides or staff for representation.

I look forward to your participation in an informative and productive conference.

Fraternally,



Ronald D. McInroy, Director  
Region 4 UAW



**COMMUNITY ACTION PROGRAM**



## **2018 UAW National CAP Conference**

Washington, DC

February 4-7

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# SCHEDULE

| <b>LOCATION</b>  | <b>DATE</b>   | <b>ARRIVAL AND<br/>REGISTRATION</b> |
|--|---|-------------------------------------|
| MARRIOTT WARDMAN PARK<br>2660 WOODLEY ROAD, NW<br>WASHINGTON, DC 20008<br>(202) 328-2000 | SUNDAY, FEBRUARY 4<br>THROUGH<br>WEDNESDAY, FEBRUARY 7  | SATURDAY & SUNDAY<br>FEBRUARY 3 & 4 |
| <b>TENTATIVE SCHEDULE</b>  |   |                                     |
| <b>SATURDAY<br/>FEBRUARY 3</b>   | EARLY REGISTRATION<br>1:00 – 5:00 P.M.  |                                     |
| <b>SUNDAY<br/>FEBRUARY 4</b>   | REGISTRATION<br>9:00 A.M. - 4:00 P.M.<br><br>OPENING PLENARY SESSION<br>4:30 P.M.<br>(BALLROOM DOORS OPEN AT 4:00 P.M.) |                                     |
| <b>MONDAY<br/>FEBRUARY 5</b>   | PLENARY & WORKSHOP/S  |                                     |
| <b>TUESDAY<br/>FEBRUARY 6</b>  | REGIONAL BREAKFASTS<br>LOBBY ON THE HILL<br>RECEPTION   |                                     |
| <b>WEDNESDAY<br/>FEBRUARY 7</b>  | CLOSING PLENARY SESSION<br>NOTE: PLEASE ARRANGE TRAVEL FOR<br>AFTER 2 P.M.  |                                     |

## ELIGIBILITY

Attendance to the 2018 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 FEES

Registration for the 2018 National CAP Conference will take place online. Payment for registration fees will be submitted through the mail to the National CAP Department. After December 15 there will be no refunds given for cancelled registrations. Local unions or CAP Councils may replace delegates until January 5, 2018. 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 \$300 DELEGATE REGISTRATION FEE.**

### DELEGATE AND DISTINGUISHED GUEST REGISTRATION FEE

The registration fee for each delegate and distinguished guest is \$300.

### SPOUSE/COMPANION REGISTRATION FEE

The registration fee for each spouse or companion is \$125.

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

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

## REGISTRATION DEADLINE

We strongly encourage members to register before **December 15, 2017** (although participants can continue registering until the start of the conference, subject to approval of the Regional Director). As always, rooms are limited and available on a first-come, first-served basis. After December 15, there will be no refunds given for cancelled registrations. Local unions or CAP Councils, however, may replace delegates (pending approval from the Regional Director) until January 26, 2018.

## ONLINE REGISTRATION AND CREDENTIALS

An online credential application must be filled out for each delegate, spouse/companion and distinguished guest attending the conference. **All** applications for credentials will be filled out online (everything is case sensitive) at:

<https://cap.uaw.org>

Username: CAP2018

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 \$199 per night plus applicable taxes and fees. Hotel check-in time is 4 p.m.; check-out is 12 p.m.

## **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 TSI (Travel Solutions International) by e-mail at [uaw@tsiusa.com](mailto:uaw@tsiusa.com) or by telephone 866-397-0667. Identify yourself as an attendee at the National CAP Conference in Washington, DC.

Local unions may also use the online reservations process. To enroll your local union in this process, go to [www.coordinatedtravel.com](http://www.coordinatedtravel.com).

We have discounted rates for travel from the airports to the hotel via Super Shuttle (<http://www.supershuttle.com/>).

**GROUP: UAW CAP Conference**

**HOTEL: Marriott Wardman Park (Washington, DC)**

**DISCOUNT CODE: WPHNQ**

**DISCOUNT VALID DATES: February 1-10, 2018**

## **V-CAP SALES BOOTH**

All UAW locals and CAP Councils will be able to sell their merchandise during the 2018 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.

## **EXPENSE GUIDELINES**

### **FINANCIAL ARRANGEMENTS**

Lost time, transportation, hotel costs and the \$300 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 \$300 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 Tuesday, February 6. The purpose of this event is for our delegates to share an evening with their congressional leadership. Therefore, if a Congressman cannot attend, it is not necessary for them to send aides or staff for representation.



**2018 UAW National CAP Conference  
Washington, DC  
V-CAP SALES BOOTH FORM**

**DATE:** \_\_\_\_\_

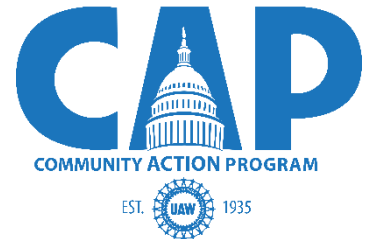
**CONTACT PERSON:** \_\_\_\_\_

**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 ([rcarrigan@uaw.net](mailto:rcarrigan@uaw.net) OR FAX 313-926-5691).

UAW NATIONAL CAP  
8000 E. JEFFERSON  
DETROIT, MI 48214