



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

SHAWN FAIN, *PRESIDENT*MARAGARET MOCK, *SECRETARY-TREASURER*

VICE-PRESIDENTS: CHUCK BROWNING • MIKE BOOTH • RICH BOYER

December 4, 2023

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 **2024 UAW National CAP Conference** are now under way. The conference will be held **January 21 – 24, 2024 at the Marriott Marquis, 901 Massachusetts Ave., NW Washington, DC 20001.**

The National CAP Conference is open to all active and retired members ready to help build a member-centered, member-driven political program. We encourage all attendees to be V-VAP contributors to show their commitment to building our political power. 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:** All attendees must participate. A strong showing on lobby day makes a statement to Congress that our Legislative Department relies on.
- **ATTENDANCE THROUGH CLOSE OF CONFERENCE ON WEDNESDAY:** the conference closes on Wednesday at 3:00 p.m. We want to continue to attract the best speakers and treat them with respect and UAW hospitality. ***Therefore, flights should be made after 5:00 p.m. that evening, or preferably the next day.***

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 to their worksites and share the knowledge gained during their week in Washington. Dues dollars pay for this opportunity, and members deserve nothing less.

As in recent years, **the application process for credentials and hotel reservation for the conference is available online only.** The application may be completed by the delegate, an officer, or staff of the local. The application must be approved by the regional director. Registration is complete only upon submission of the registration fee. ***Unlike past years, the UAW will not be able to accommodate members' guests, including spouses, partners, and/or companions. No refunds will be given for cancelled registrations.*** Local unions or CAP councils, however, may replace delegates (pending approval from regional director). Similarly, a link to reserve a hotel room will be available on the registration website. **Deadline for hotel reservations is Wednesday, January 3, 2024,** and urge you to comply with the call letter guidelines, review them carefully and take the necessary steps to assure that all information is provided.

To access the registration site, use the following URL and password, it is case sensitive.

Website: <https://cap.uaw.org>

Username: CAP2024

Password: UAWCAP

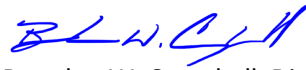
Submit your online application no later than Friday, January 12th. IF YOU ARE UNABLE TO COMPLETE THE APPLICATION ONLINE, PLEASE CALL THE NATIONAL CAP DEPARTMENT (313) 926-5531 FOR ASSISTANCE.

(Continue)

We encourage you to contact your legislators and invite them to the Reception on Tuesday, January 23rd. This is an opportunity for the delegates to share an evening with the congressional leadership. 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.

In Solidarity,



Brandon W. Campbell, Director
Region 4 UAW

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Enclosure – 2024 Conference Information Packet

cc: Lucas DeSpain, Asst. Director



“Stand Up For Our Future” UAW National CAP Conference

Washington, DC
January 21-24, 2024

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SCHEDULE

Location	Date	Arrival and Registration
Marriott Marquis 901 Massachusetts Ave., NW Washington, DC 20001 (202) 824-9200	Sunday, January 21 through Wednesday, January 24	Saturday & Sunday January 20-21
<h3>Quick Overview Agenda</h3>		
Saturday January 20	Travel Day Registration 1:00 – 5:00 p.m.	
Sunday January 21	Registration 9:00 a.m. - 2:00 p.m. Opening Plenary Session Dinner & Program 2:00 p.m. – NEW TIME	
Monday January 22	Regional Breakfasts Plenary/Workshops/Lobby on the Hill 8:00 a.m. – 6:00 p.m.	
Tuesday January 23	Constituency Breakfasts Plenary/Workshops/Lobby on the Hill Evening Reception w/ Community Partners & Political Allies	
Wednesday January 24	Solidarity Action & Luncheon Plenary/Workshops/Lobby on the Hill 8:00 a.m. – 3:00 p.m. The Conference ends at 3:00 p.m.	
Thursday January 25	Travel Day	

WHO'S COMING

All active and retired UAW members are welcome to register and attend the 2024 National CAP Conference in Washington, DC, pending the Regional Director's approval.

We want to encourage as much participation as possible, and should include:

1. International Officers and Regional Directors
2. All CAP Staff Representatives
3. Members from state CAP councils
4. Members from each area CAP council
5. Members selected from local unions
6. LUCA communicators
7. Retirees

We highly encourage all attendees to be V-CAP contributors to show their commitment to building our union's political power.

UAW officers and Regional Directors will invite distinguished guests and allies to participate in various segments of the conference, however the conference will be centered on UAW members and our political program. All distinguished guests must be approved by the respective Officer or Regional Director, and the President of the International Union.

Unlike past CAP conferences, the UAW is unable to accommodate any guests of our member participants, including spouses, partners, and/or companions, at the CAP conference where meals are provided. Our deepest apologies.

REGISTRATION

Registration for the 2024 National CAP Conference will take place online. Local unions already set up for ACH payments can pay online for member attendees.

Again, our apologies, the UAW is unable to accommodate member participants' guests at the CAP conference.

There will be no refunds given for cancelled registrations. Local unions or CAP councils may replace member attendees.

All member attendees 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 \$325 REGISTRATION FEE.**

The registration fee for active and retired UAW members is \$325.

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

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

ONLINE REGISTRATION AND CREDENTIALS

All active and retiree UAW members attending the 2024 National CAP Conference must fill out an online application at the site below.

All entries are case sensitive: <https://cap.uaw.org>
Username: CAP2024
Password: UAWCAP

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

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

HOTEL RESERVATION INFORMATION & REGISTRATION

The 2024 National CAP Conference will be held at the Marriott Marquis in Washington, DC.

All attending members must register their hotel rooms at <https://book.passkey.com/e/50472389>.

All hotel reservations and cancellations are the responsibility of the respective conference attendee. Reservations are made on a first-come, first-served basis.

The UAW-negotiated rate is \$229 per night, plus applicable taxes and fees (the Resort fee has been waived). Hotel check-in time is 4:00 p.m.; check-out is 11:00 a.m.

*****Cut-off date for reservations is January 3, 2024.** Reservations requested after this date will be accommodated based on hotel availability. Please note one-night's room deposit is required for all reservations.

AIRLINE RESERVATION INFORMATION

UAW member attendees can fly in/out of any of the (3) airports in the Washington, DC Metropolitan areas: Reagan National Airport (DCA) 4.6 miles away, Dulles International Airport (IAD) 28 miles away, or Baltimore-Washington International Thurgood Marshall Airport (BWI) 32 miles away.

Public transportation is very easy to access in Washington, DC. The [hotel and conference](#) are close to (2) different metro stops: Mt Vernon Square 7th St / Convention Center (Green & Yellow lines) and Gallery Place / Chinatown (Red line).

Uber/taxis are highly encouraged for members. Parking can be difficult to find and expensive.

LODGING

[Marriott Marquis Washington, DC](#)

Conference attendees are responsible for making their own travel arrangements, and the cost of the airline reservation is the responsibility of the local union and/or CAP council. Arrangements can be made through TSI by calling 866-397-0667.

EXPENSE GUIDELINES

FINANCIAL ARRANGEMENTS

Lost time, transportation, hotel costs and the \$325 member registration fee will be paid by participating local unions, CAP councils, outside organizations, and, where appropriate, from retiree regional funds. Eight meals will be provided and should be deducted from any per diems: Sunday dinner, Monday breakfast and lunch, Tuesday breakfast, lunch, and dinner, and Wednesday breakfast and lunch.

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 and be greatly appreciated.

TUESDAY RECEPTION

We encourage you to contact your legislators and invite them to attend the UAW reception on Tuesday, January 23 at 6:30 p.m. The purpose of this event is for UAW members to share an evening with their congressional elected officials and national partner groups and allies.

If a congressperson cannot attend, it is not necessary for them to send aides or staff for representation.

DRESS ATTIRE & COMFY SHOES

Winters in Washington, DC can be cold but are much milder than January weather in the Midwest or Northeast. Temperatures generally range from 30 to 40 F, with frosty mornings and occasional snow, rarely sticks. Down jacket/coat is appropriate, gloves and a warm hat are recommended, and temperatures dip in the evenings.

Dress attire for the National CAP Conference is business casual, wear what you are comfortable in. Members will wear everything from UAW-branded polos, hoodies and some will choose to wear suits to go lobby on the Hill with lawmakers. It's YOUR choice.

Members may want to dress up for the Tuesday political and allies reception—but really, wear what you are comfortable in. Just bring your dancing shoes! (Limited head bobbing allowed.)

Conference hotel may be drafty or heat may be pumped up. Recommend wearing layers to put on or peel off for comfort.

Washington, DC is a walking town. Wear good, comfy shoes, warm socks because you'll end up walking more than you thought you would.

*****Only Ask: Please bring RED UAW gear to wear on Wednesday, the final day of the conference.**

V-CAP SALES BOOTH

All UAW local unions and CAP councils will be able to sell their merchandise during the 2024 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.

**2024 UAW National CAP Conference
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.

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