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

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VICE PRESIDENTS: TERRY DITTES • CINDY ESTRADA • GERALD KARIEM

**OFFICIAL CALL TO THE
2020 UAW STANDING COMMITTEES INSTITUTE
JUNE 14 – 19, 2020**

**The Walter and May Reuther UAW Family Education Center
Onaway, Michigan**

The UAW Education Department will hold its Standing Committees Institute on June 14 - 19, 2020. The institute will be held at The Walter and May Reuther UAW Family Education Center in Onaway, Michigan.

Institute Agenda

The institute agenda is as follows:

Sunday, June 14 (Arrival)
3 p.m. to 5 p.m. – Registration
5 p.m. – Institute opens
Monday – Thursday
8:45 a.m. to 4 p.m. – Training and workshops
Friday, June 19 (Departure)
8:30 a.m. to 9 a.m. – Certificate presentation
9 a.m. – Institute adjourns

This institute is designed for members of the four standing committees that do not have a national conference: ***Constitution and Bylaws, Consumer Affairs, Conservation and Recreation, and Union Label***. Delegates who attended the 2019 Standing Committees Institute will take part in workshops designed to build on the 2020 program. New delegates will learn how to run their committees, engage members and create strategic plans. Both new and returning delegates will attend breakout sessions for the committees on which they currently serve.

Eligibility to Attend

This institute is open to UAW members in good standing who currently serve on one of the four standing committees which are not covered by another national conference or those interested in joining/starting one of these committees.

Registration

Local unions must complete the enclosed institute registration form and return it to **Region 2B, UAW 1691 Woodlands Drive, Maumee, Ohio 43537 Attn: Joni Batey** by May 21st with a check or money order in the amount of \$75, made payable to UBE, Inc. This registration fee covers the cost of lodging (based on double occupancy), meals and materials and is nonrefundable.

Transportation

All delegates are expected to arrive at the Family Education Center by 3 p.m. on Sunday, June 14 (except for those arriving by bus; see below) and remain until the institute concludes at 9 a.m. on Friday, June 19. Arrivals and departures should be arranged accordingly. Local unions are responsible for all transportation costs for delegates who live less than 500 miles from the Family Education Center. For those who live more than 500 miles (one-way) from the Center, the following options are available:

Passenger Vehicle: After 1,000 miles (round-trip), all drivers will be reimbursed the IRS rate for each mile. Mileage is not reimbursed for the first 1,000 miles of a round-trip (500 miles one-way). On trips to and returning from the Center, delegates who drive are also entitled each way to one night's lodging for 500 miles or more; two nights' lodging for 1,000 miles or more. Motel rates should not exceed \$65 per night for single occupancy; \$80 per night for double occupancy. Delegates must save motel receipts and submit to Center for processing. Upon completion of program, delegates will receive mileage and/or motel refunds. Reimbursement is not provided for meals, highway tolls or other expenses incurred during the trip.

Delegates who elect to drive to the Family Education Center should be aware of the "multiple of three" rule. When a local sends more than one delegate to a session, delegates should travel in multiples of up to three per vehicle. Only one driver per local, per multiples of three, is reimbursed for mileage by the International Union.

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765. Please review the attached "Delegate Briefing" memo for more information.

Air/Bus: For those traveling by air and bus, local unions must complete the online UBE Airline Reservations by **May 29**, by going to the following link:
<http://www.cvent.com/d/lhqr6g/1K?cpc=ZYNJ2FSXGPT>

To assure maximum savings, delegates who fly to DTW will be required to arrive in Detroit on Saturday, June 13. The UAW International will provide overnight lodging in Detroit for June 13, based on double occupancy at the **Courtyard Detroit Metro Airport Romulus, 30653 Flynn Dr., Romulus, MI 48174**. Hotel shuttles will be arranged by the Family Education Center to meet delegates outside of the baggage claim when their flights arrive. At 9 a.m. (EDT) on Sunday, June 14, a charter bus will take delegates from the hotel to the Family Education Center. Estimated arrival is before 3:30 p.m. A one-hour lunch stop is planned during the bus trip. For the return trip on Friday, June 19, no flights should be made before 5 p.m. (EDT). The bus will leave the Family Education


Center for the airport at 9:30 a.m. on Friday.

Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license or other government-issued identification recognized by the Transportation Security Administration. Failure to do so could result in up to a \$150 charge to correct an airline ticket. That charge will not be reimbursed by the UAW.

When registering for flights, be prepared to pay for airfare with either credit card or local union check. No personal checks will be accepted. The travel agency will email the local union/delegate an itinerary that will need approval prior to ticketing. If paying for airfare with a local union check, payment must be mailed within 24 hours after you are emailed by the travel agency. Send to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. Checks must be accompanied with a copy of the invoice from the travel agency.

Cancellations and Refunds

Registration fees are nonrefundable. Local unions should select alternates to replace delegates who cancel and notify their regional office. This institute is an investment in the future of your local union.

In solidarity

Rich Rankin, Director
Region 2B, UAW