



**LOCAL UNION  
PROCESS**

# **UAW EAP CONFERENCE**

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**September 8 - 13, 2024**

*THE WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER  
ONAWAY, MICHIGAN*

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- ▶ **FILING GUIDELINES**
- ▶ **REGISTRATION PROCESS**



The following information is provided to assist local unions in processing applications for the **EAP Conference**. These guidelines should prevent misunderstandings regarding delegate selection and local union financial obligations.

The Employee Assistance Program plays a pivotal role when local union members need confidential and professional assistance dealing with personal or work-related problems that could affect their well being or job performance. This conference provides valuable information for both new and returning delegates. We will also explore how to successfully collaborate with partners in our communities, and with other resources throughout our local unions.

Locals are encouraged to:

- ▶ Select first-time delegates who want to become more involved in the local union.
- ▶ Avoid sending delegates who have attended similar programs at the Center, regional summer schools, or other programs.

## **ELIGIBILITY**

The conference is open to UAW members in good standing who are interested in learning more about Employee Assistance programs and Employee Assistance Representatives support members during challenging times. The conference is ideal for EAP Representatives, chaplains, local union officers, elected and appointed officials, standing committee members, and interested rank and file members.



## **REGISTRATION**

Local unions must register their delegates via the following link:

**Website:** <https://eap.uaw.org/>

**Username:** 2024UAWEAP (case sensitive)

**Password:** UAWEAP24 (case sensitive)

Local unions must provide each delegate’s **personal (non-work) email** when registering delegates for this conference. Regions will be given access to a list of their registered delegates through LUIS to approve, a process that will take place after online registration closes. This is due to limited spaces allotted to each region.

The delegates will be notified via email that their registration is complete; they will be wait-listed in LUIS. Once regions have completed the approval process, the local and approved delegates will be contacted with further information about the conference via email. Delegates who are not approved will be notified that the conference capacity is full and they will be on the waitlist in case space becomes available.

## **REGISTRATION DEADLINES AND FEES**

<b>SESSION DATE</b>	<b>REGISTRATION DEADLINE</b> Include \$725 registration fee. Only paid on September 3 if approved by region	<b>AIRLINE DEADLINE</b>
<b>September 8-13, 2024</b>	<b>Monday August 12</b>	<b>Friday August 23</b>

- ▶ Local unions must pay a \$725 non-refundable registration fee through LUIS by choosing the *Submit a Payment* option under the *Conference* menu.
- ▶ Funds will **NOT** be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.



## DRIVING TO CENTER

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Local unions are responsible for all transportation costs for approved delegates attending the conference.

The Walter and May Reuther UAW Family Education Center is located at 2000 Maxon Road, Onaway, MI 49765.

Please be advised of the following Walter and May Reuther UAW Family Education Center (FEC) policy:

Vehicles allowed to park in the FEC must be union-made and have a vehicle VIN number beginning with 1, 2, 4 or 5 (i.e., made in USA or Canada). VIN numbers are located in the dashboard or door jamb of vehicles. Upon arriving at the FEC, security guards check each vehicle's VIN number. If the vehicle VIN number is anything other than 1, 2, 4 or 5 parking accommodations are available in a lot located adjacent to the FEC's front gate. An FEC bus will transport those delegates to the hotel registration desk.

## FLYING TO CENTER

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Local unions must complete a one-time registration with Travel Solutions International (TSI USA), agreeing to their services. Please complete the information required in this link:

<https://form.jotform.com/210403752631041>

Please allow 24 hours for TSI USA to process the information provided. Once delegates from a local union are registered and approved by the region, the local union must complete the online **UBE Airline Reservation by August 23**, by going to the following link: <https://cvent.me/k5oPPR>. The transaction fee for making airline reservations is \$20 per person.



- ▶ Due to stricter airline regulations, delegates who opt to fly must provide their legal name as it appears on a driver's license. Failure to do so could result in up to a \$150 charge to correct an airline ticket. The UAW will not reimburse that charge.
- ▶ The Family Education Center will make all flight arrangements at least 15-21 days in advance to take advantage of Super-Saver rates. (See the airline deadline on page three).
- ▶ All airline tickets are non-refundable and non-transferable.
- ▶ When contacted by the travel agency via email, be prepared to pay for airfare with a credit card or local union check. No personal checks will be accepted. If you do not receive an email from the travel agency after registering the delegates, please check the "Spam" or "Junk" folder in your email account.
- ▶ TSI will email delegates an itinerary that will include the invoice for payment to the email address provided through the online registration.

### AIRLINE PROCEDURE

If paying for airfare with a local union check, you must mail the payment within 24 hours after TSI contacts you. Please make the check payable to UBE and send the payment to UBE/Air, UAW Family Education Center, 2000 Maxon Road, Onaway, MI 49765. You must include a copy of the invoice with the check.

Saturday Lodging/Sunday Bus Charter: To guarantee maximum savings, delegates who are flying will be required to arrive in Detroit on **Saturday, September 7**, preceding their Sunday travel to the Center. Delegates will be provided with one night's lodging. The hotel and bus information is printed on the e-ticket itinerary provided by TSI. Charter buses providing transportation to the Family Education Center for those who fly into Detroit will leave on **Sunday, September 8 at 9 a.m. (ET)** and arrive at the Center at approximately 3:30 p.m. (ET). A one-hour lunch stop is planned during the bus trip. **No flights should be scheduled prior to 5 p.m. (ET) for the return trip home on Friday, September 13.**



## LOST TIME

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The payment of lost time is the sole responsibility of the local union.

## CANCELLATION AND REPLACEMENT

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The regional office should be notified **immediately** of any delegate(s) who are canceling, along with the name of the replacement delegate(s). If no replacement is designated, the registration fee remains non-refundable.

In the event of a last-minute change, the substitute delegate(s) must be provided the name of the member they are replacing. Upon check-in at the Center, the substitute delegate will provide the name of whom they are replacing so that the \$725 paid registration fee will apply to the substitute. When processing delegates' changes, please remember that airline tickets are non-refundable and non-transferable.

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