



LOCAL UNION
PROCESS

LEADERSHIP ESSENTIALS INSTITUTE

OCTOBER 6 - 11, 2024

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

- ▶ FILING GUIDELINES
- ▶ REGISTRATION PROCESS



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

The **Leadership Essentials Institute** is designed to provide specific training for UAW members in good standing who currently hold elected leadership positions, their alternates, and aspiring local union leaders. Locals are encouraged to:

- ▶ Select delegates who are currently elected into leadership positions at the local or serve as alternates
- ▶ Select delegates who have shown leadership potential and aspire to hold elected office
- ▶ Avoid sending delegates who have attended similar programs at the Center, regional summer schools, or other programs

ELIGIBILITY

Delegate eligibility is limited to active members of your local union, including members on layoff or strike. However, members on sick leave, retired members, and spouses who are not members of your local union are not eligible to attend.

LOST TIME

The payment of lost time is the sole responsibility of the local union unless a subsidy has been authorized by the Regional Director.

CANCELLATION AND REPLACEMENT

Registration fees are non-refundable. 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 the event of a last-minute change, delegates must be provided with the name of the member they are replacing. Upon check-in at the Center, a replacement delegate that provides the name of a last-minute cancellation will be able to use the \$75 paid registration fee. When processing delegate changes, please remember that airline tickets are non-refundable and non-transferable.



REGISTRATION

Local unions must register their delegates via the following link:

Website: <https://conference.uaw.org/leadership.php>

Username: 2024UAWLE

Password: UAWLE24

Local unions must provide each delegate's personal (non-work) email when registering delegates for this institute. 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.

The approved delegates will be notified via email that their registration is complete and will be contact-ed with further information about the institute. Delegates who are not approved will be notified via email that the institute's capacity is full and will be put on a waitlist.

REGISTRATION DEADLINES AND FEES

INSTITUTE DATES	REGISTRATION DEADLINE Includes \$75 registration fee. Only paid on 9/12 if approved by region.	AIRLINE DEADLINE After regional approval notification.
Sunday - Friday October 6-11, 2024	Friday September 6	Friday September 20

- ▶ Local unions must pay a \$75 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.



Travel Solutions International (TSI USA) requires a one-time registration for each local union agreeing to their services. Please complete the information required in this link: <https://form.jotform.com/210403752631041> **All airline tickets are non-refundable and non-transferable.**

Please allow 24 hours for TSI USA to process the information provided. Once a local union is registered, the local union must complete the online UBE Airline Reservation by September 15, by going to the following link: <https://cvent.me/RwnnZI>. The transaction fee for making airline reservations is \$20.00 per person.

When registering for flights, be prepared to pay for airfare with a 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.

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. The UAW will not reimburse that charge.

To assure maximum savings, delegates who fly to DTW will be **required** to arrive in Detroit on Saturday, October 5. The UAW International will provide overnight lodging in Detroit for October 5, 2024 **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.

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 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. For questions call the UAW Family Education Center at 989-733-6311.