

**OFFICIAL CALL
TO THE
2024 INTERNATIONAL UAW
WOMEN'S AND TOP CONFERENCE**



**August 25 – August 30, 2024
Marriott Marquis Chicago**

**LaShawn English, Director
UAW Women's Department**

May 8, 2024

Greetings:

The 2024 International UAW Women's and TOP Conference will be held at the Marriott Marquis Chicago, **August 25 – August 30, 2024**. Attendance is limited to delegates.

Conference Agenda

Arrival - Sunday, August 25, 2024

Registration - Sunday, August 25, 2024 – 1:30 p.m. to 5:30 p.m.

Conference Opens – 6:00 p.m.

Monday

9:00 a.m. to 4:30 p.m. – Training and Plenaries

Lunch Provided

Themed Day: Represent your Region Day

Tuesday

9:00 a.m. to 4:30 p.m. – Training and Plenaries

Lunch Provided

Themed Day: Mobilize to Empower (wear purple)

Wednesday

9:00 a.m. to 4:30 p.m. – Training and Plenaries

Photos: TBD

Lunch Provided

Picture Day

Themed Day: Conference t-shirt

Thursday

9:00 a.m. to 4:30 p.m. – Training and Plenaries

Award Reception and Gala: 6:00 p.m.

(Black Tie Affair)

Lunch & Dinner Reception Provided

Themed Day: Rosie the Riveter Day

Departure - Friday, August 30, 2024

9 a.m. – Conference Adjourns

SUBJECT TO CHANGE

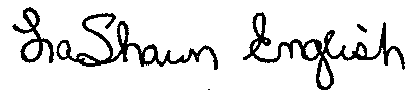
Delegates are expected to stay until the close of the conference.

Attached to this call letter are Regional Guidelines, Local Union Guidelines, and Conference Themed Day's, which include registration, transportation information, and cancellation information.

Should you have questions or require further information, please contact Ashley Lewis in the UAW Women's Department at (313) 926-4879, or by email at alewis@uaw.net.

I look forward to seeing you at the Conference.

In solidarity,



LaShawn English
UAW Women's Department, Director
UAW Region 1, Director

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Enclosure(s)

cc: International Executive Board
Assistant Regional Directors
Regional TOP Liaisons
Regional Women's Liaisons
Todd Brien
Nicole Current
Joe Ferro
Ashley Lewis
Brandon Keatts

2024 INTERNATIONAL UAW WOMEN'S AND TOP CONFERENCE



WOMEN'S DELEGATES ***MOBILIZE TO EMPOWER***

AUGUST 25 – 30, 2024

MARRIOTT MARQUIS CHICAGO, CHICAGO, IL 60616



WOMEN'S LOCAL UNION GUIDELINES

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

The **International UAW Women's Conference** is designed to provide specific training for Women's Committees' members and women in leadership.

Locals are encouraged to:

- ✓ Select delegates who want to serve on their Women's Committee or who wants to be in roles of leadership (executive board, bargainers, representatives, etc. (men or women)).

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REGISTRATION

PRE-EVENT REGISTRATION:

Registration for the event will be done through LUIS by selecting under the 'Conference' tab. Pre-registration will be open from May 13, 2024, until July 29, 2024. The conference registration fee is **\$375** per participant and must be paid by local unions using ACH. Local unions will pay online through LUIS by choosing 'Women's & TOP' then 'Womens Payment' option under the 'Conference' menu.

✓ If you are not registered on LUIS, please use the link and login information below:

Website: <https://women.uaw.org/>
Username: 2024UAWWomenTOP
Password: solidarity2024

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

IMPORTANT DEADLINES

SESSION DATE	REGISTRATION DEADLINE	HOTEL DEADLINE
	\$375 registration fee	\$217.19/night
August 25 - 30	Monday July 29	Friday August 2

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TRANSPORTATION AND LODGING

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

DRIVING TO HOTEL:

The Marriott Marquis Chicago is located at 2121 South Prairie Avenue, Chicago, IL, 60616. **Please provide the attached “Delegate Briefing” memo to the approved delegates for more information.**

TRAVEL INFORMATION FOR DELEGATES:

Travel for Participants

Conference participants are responsible for making their own hotel and travel arrangements. The travel dates are Sunday, August 25, and Friday, August 30.

All participants are expected to arrive at the Marriott Marquis Chicago by 6 p.m. on Sunday, August 25th, and remain until the conference concludes on Thursday, August 29th. Arrivals and departures should be arranged accordingly.

Arrangements for booking airline reservations have been made with Travel Solutions International (TSI USA). TSI USA requires a one-time registration for each local union agreeing to their services. If you have not previously submitted the required information, please use this link, (<https://form.jotform.com/210403752631041>). Please allow 24 hours for TSI USA to process your registration. Once the local union is registered, you may call TSI USA at (866) 397-0667 to make airline reservations. The transaction fee for making airline reservations is \$20.00 per person.

Travel for Guests

In keeping with UAW policy, guest travel is not a reimbursable expense, and reservations for guest travel cannot be made through the UAW's travel partner (TSI USA).

Lodging

Rooms at the Marriott Marquis Chicago have been secured at a discounted rate of \$217.19 (17.4% hotel room and tax included). The **deadline** to make a hotel reservation is **August 2, 2024**. Reservations can be made online by using the hotel link <https://book.passkey.com/go/UAWConference2024>.

Parking

Self-Parking

Self-Parking is conveniently located for guests via Skybridge in Lot A of McCormick Place. Skybridge connectivity to the Marriott Marquis Chicago is located on the 3rd Floor of Lot A.

- GPS Address: 2301 S. Prairie Ave

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- Rates: 0-16 hours: \$25.00 | 16-24 hours: \$38.00
- **Non-Overnight Guests:** Self-Parking pay stations are available in Lot A upon your departure. In and Out privileges are not included.
- **Overnight Guests:** Self-Parking will be added to your rooms bill at \$38 a night. Your room key will act as your access pass to Lot-A. In and Out privileges included.

Valet Parking

Limited Valet Parking services on a first-come/first-serve basis.

Guests' room keys will provide in/out access for Self-Parking in Lot A for overnight guests.

- **GPS Address: 2121 S. Prairie Ave.**
- Standard Rates | 0-1 Hours: \$21 | 1-3 hours: \$25 | 3-9 hours: \$31 | 9-24 hours: \$54
- Event Rate | \$37

For Delegates flying to Chicago, the delegate should arrive in Chicago on Sunday, August 25, 2024, by no later than 6 p.m. the closest airports to the hotel are MWD and ORD.

- ✓ Registering for the conference and registering for the flight are separate processes. It is recommended that you receive an approval email that you are registered for the conference first, prior to booking hotel and travel.

LOST TIME AND EXPENSES

All expenses, including hotel and airfare, and lost time wages are the responsibility of each local union. All other expenses to this event (baggage, parking, meals) are the responsibility of the delegate attending the event, and they should follow normal reimbursement processes provided to them by their local bylaws.

CANCELLATION AND DELEGATE REPLACEMENT

Cancellations must be submitted to the **Regional Office** at least **15 working days** before the conference so that reservations can be reallocated. Refunds will only be granted for valid emergency reasons until August 10, 2024. **No refunds will be given after August 10, 2024.**

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