

*Solidarity House*

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

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DENNIS D. WILLIAMS, *PRESIDENT*

GARY CASTEEL, *SECRETARY-TREASURER*

VICE-PRESIDENTS: CINDY ESTRADA • NORWOOD JEWELL • JIMMY SETTLES

November 5, 2015

To: UAW Local Union Presidents, Financial Secretaries and Recording Secretaries

Greetings:

The UAW Financial Officers' Conference will be held Sunday, March 13 through Friday, March 18, 2016, at the Doubletree at the Entrance to Universal - in Orlando, Florida.

This conference is for local union presidents, financial secretaries/treasurers, trustees and recording secretaries. Local union bookkeepers may also attend. Local unions should plan on attending one of two sessions being offered:

- Session 1 for LM 2 filers on March 14<sup>th</sup> – 17<sup>th</sup>
- Session 2 for LM 3 & 4 filers on March 16<sup>th</sup> – 18<sup>th</sup>

Each session will give you step-by-step instructions for filing your LM and 990 forms. Participants will have an opportunity to have financial questions answered by International Staff, as well as, learn about any recent changes made by the UAW International Union, the Internal Revenue Service, and the Department of Labor.

For our public sector delegates, please register for Session 1 if you file IRS Form 990 or Session 2 if you file IRS Form 990EZ or 990N.

Delegates are able to attend two workshops. There will be seven workshops offered to the delegates so training can be interest specific. Workshop descriptions can be found online when you register.

All approved software providers will be in attendance. If your LM forms validate, LM's may be filed electronically at the conference.

## **REGISTRATION**

The registration form is available online through the Local Union Information System (LUIS). If you are not registered on LUIS, please use the following link:

<https://foc.uaw.org/>

### **Session 1 – All Local Unions Filing LM 2**

- Registration fee is \$700 (includes lunches and reception)
- Registration will begin Sunday, March 13<sup>th</sup> from 1:00 to 5:30 pm
- Convenes on Monday, March 14<sup>th</sup> at 9:00 am
- Concludes after the morning session on Thursday, March 17<sup>th</sup>
- Airline departures should be after 4:00 pm on Thursday

### **Session 2 – All Local Unions Filing LM 3 or LM 4**

- Registration fee is \$550 (includes lunches and reception)
- Registration will begin Tuesday, March 15<sup>th</sup> from 2:00 to 6:00 pm
- Convenes on Wednesday, March 16<sup>th</sup> at 9:00 am
- Concludes on Friday, March 18<sup>th</sup> at 4:00 pm
- Airline departures should be after 6:00 pm on Friday

**Conference Registration deadline is January 29, 2016.** Please make checks payable to “UAW Financial Officers’ Conference” and send to UAW – Attn: David Lay, 8000 E. Jefferson Avenue, Detroit, MI 48214. Since the registration fee is non-refundable, we suggest that each local union select alternates in the event a delegate must cancel.

Conference capacity is limited. Local unions responding early with completed registration form and non-refundable fee will have the best chance of being placed in their workshops of choice before capacity is reached.

## **HOTEL AND TRAVEL ARRANGMENTS**

Conference attendees are responsible for making their own hotel and travel arrangements. **You must make your hotel reservations by February 12, 2016.**

Rooms have been secured at a discount rate of \$139.00 per night (plus 6.5% tax and 6% Occupancy Tax) at the Doubletree by Hilton at the Entrance to Universal Orlando Hotel located at 5780 Major Blvd., Orlando, Florida 32819. Reservations can be made by calling (800) 222-8733 or on-line at the following dedicated conference webpage, a link is available on the registration page at: <https://foc.uaw.org/>

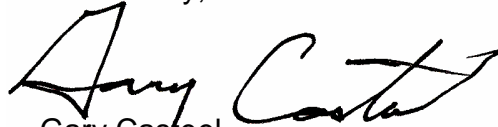
Flight arrangements can be made through TSI-USA by email at [UAW@tsiusa.com](mailto:UAW@tsiusa.com) or by telephone at (866) 397-0667. The transaction fee for emailed reservations is \$10 and the transaction fee for telephone reservations is \$20.

Local unions that have made arrangements through Coordinated Travel Services and TSI-USA to access the online reservation system may use the online reservations process at [www.coordinatedtravel.com](http://www.coordinatedtravel.com). The transaction fee for online reservations is \$4. The cost of the airline reservation is the responsibility of the local union.

Please identify yourself as an attendee at the UAW Financial Officers' Conference when making hotel or travel arrangements.

We look forward to your participation in this upcoming conference.

In solidarity,

  
Gary Casteel  
Secretary-Treasurer

GC:BM:DL:sb  
opeiu494  
cc: Chuck Browning  
International Executive Board  
Frank Keatts  
David Lay  
Blake Miller

**Attn: Financial Secretaries**

The LM for this conference is:

Representative.....7%  
Administrative.....90%  
Political.....3%