



OFFICIAL CALL TO THE

2023 FINANCIAL OFFICER'S CONFERENCE
MARCH 5 – 10, 2023

SAN ANTONIO MARRIOTT RIVERCENTER
101 BOWIE STREET
SAN ANTONIO, TX

EVENT INFORMATION

The Secretary-Treasurer's Office will hold its annual Financial Officer's Conference on March 5 – 10, 2023. The conference will be held at the Marriott Rivercenter in San Antonio, Texas.

This Conference is designed to provide local union officers with a solid understanding of the responsibilities related to financial matters of the local union. Whether you are newly elected to your position, or have served multiple terms, this conference will enhance the skills and understanding necessary to carry out your duties.

Participants will have an opportunity to attend core classes that offer in-depth training and resources specific to the duties of their elected position. These classes provide extensive training on targeted topics like step-by-step instructions for completing and electronically filing LM and 990 forms, administrative rolls and responsibilities, and Trustee training. Plenary sessions will cover topics of interest to all participants.

Participants will attend four workshops regarding various topics. The workshop will be assigned by current elected positions and the length of term.

Eligibility to Attend - The conference is open to local union presidents, financial secretaries/treasurers, trustees, and recording secretaries. Local union bookkeepers may also attend.

EVENT DETAILS AND AGENDA

SUNDAY, MARCH 5, 2023 – TRAVEL DAY TO EVENT
Registration 12:00 p.m. – 6 p.m.

MONDAY, MARCH 6, 2023
7 a.m. – Registration
8:00 a.m. - 4:30 p.m. – Conference Hours
Lunch & Dinner Reception Provided

TUESDAY, MARCH 7, 2023
8:00 a.m. - 4:30 p.m. – Conference Hours
Lunch Provided

WEDNESDAY, MARCH 8, 2023
8:00 a.m. - 4:30 p.m. – Conference Hours
Lunch Provided

THURSDAY, MARCH 9, 2023
8:00 a.m. - 4:30 p.m. – Conference Hours
Lunch Provided

FRIDAY, MARCH 10, 2023
8:00 a.m. - 11:30 p.m. – Class Hours
CONFERENCE CONCLUDES AFTER LUNCH
Lunch Provided

The Secretary-Treasurer will host a Dinner Reception on Monday March 6, 2023, at 6:00 p.m. We encourage all participants to attend.

REGISTRATION

Pre-Event Registration - Registration for the event will be done through the Local Union Information System (LUIS) by selecting 2023 Financial Officer's Conference under the "Conference" tab. Registration will open on January 3, 2023.

Registration will be open from January 3 until February 3, 2023. The conference registration fee is \$500.00 per participant and must be paid by local unions using ACH. The registration fee covers the cost of attendance and meals and is non-refundable. Local unions will pay online through LUIS by choosing the "Submit a Payment" option under the "Conference" menu.

If it is necessary for a participant to cancel, there will be no refunds after February 1, 2023, but local unions may replace participants until February 27, 2023.

* Local unions should use the rate stated in their bylaws.

Guest Registration - NEW POLICY - Participants may bring a guest who will share the hotel room reserved for the participant. **Guests will not be allowed to attend any of the meals or the reception.**

On-site registration will take place at the San Antonio Marriott Rivercenter on Sunday March 5, 2023, from 12:00 – 6:00 p.m. The Registration Desk is on the 3rd floor. Participants will receive their event badge and specific details regarding the sessions, times, and locations for event activities.

Late registration will be held on March 6 at 7:00 a.m.

TRAVEL INFORMATION

Travel for Participants - Conference participants are responsible for making their own hotel and travel arrangements.

All participants are expected to arrive at the San Antonio Marriott Rivercenter by 7:00 a.m. on Monday, March 6, 2023, and remain until the conference concludes after lunch on Friday, March 10; therefore, the travel dates are Sunday, March 5, 2023, and Friday, March 10, 2023. Expenses incurred prior to the arrival date or after the departure date will not be reimbursed. Arrivals and departures should be arranged accordingly. **Local unions are responsible for all transportation costs.**

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. 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 the Local Union is registered, the Local Union 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 may not be made through the UAW's travel partner (TSI USA).

Ground Transportation - Arrangements have been made for discounted shuttle transportation to and from the airport and hotel at airportshuttles.com. Discount promo code: UAW2023 for a 10% discount.

IMPORTANT / MUST READ: *In order to use the promo discount code, YOU MUST USE the following website link to book your reservations:*

<https://www.airportshuttles.com/>

Lodging - Rooms at Marriott Rivercenter have been secured at a discount rate of \$235 (17.91% Hotel Room Tax and 1.25% Tourism Public Improvement District Fee)
The deadline to make a hotel reservation is February 8, 2023.

Reservations can be made by calling (210) 223-1000 or online by using the hotel link

<https://book.passkey.com/go/uaw2023>

The hotel link is also available on LUIS.

Parking - Onsite parking is \$42.00 a night, Valet \$52.00 per night, Convention Center Garage \$10.00 per day – Accessible from Bowie Street, open 24 hours per day, 7 days a week, including Holidays.

MISCELLANEOUS INFORMATION

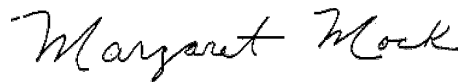
LM Allocations for Local Unions - For local unions who are required to file an LM2 with the Department of Labor, the Financial Officer's Conference functional category breakdown is as follows:

Representative 7%
Administrative 90%
Political 3%

COVID Protocols - The health and safety of our membership is the utmost importance to us. With that in mind, we are doing everything we can to ensure that the Financial Officer's Conference will be safe, based on the latest State, Local and CDC guidelines related to COVID.

We look forward to your participation in the 2023 Financial Officer's Conference.

In solidarity,



Margaret Mock
Secretary-Treasurer