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E A P



Employee Assistance Program (EAP) Conference June 1-6, 2025

WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER

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**LOCAL UNION
PROCESS**

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

The EAP Conference is designed for local union EAP representatives and those interested in the program. The conference will provide delegates with the information and resources they need to effectively support the wellness needs of UAW members.

ELIGIBILITY

The conference is open to UAW members who are in good standing. It is ideal for those currently serving as a local union EAP representative or those interested in such an appointment.

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

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

REGISTRATION PROCESS

- ❖ Local unions must pay a **\$725** non-refundable registration fee through LUIS by choosing the *Submit a Payment* option under the Conference menu.
- ❖ Registration is open **until Monday, May 5, 2025.**
- ❖ Funds will **NOT** be withdrawn from local unions until after the regional office approves the delegates, a process that will take place after online registration closes.

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, but they are not confirmed as attendees to the conference until the region has completed the approval process.



The local union and the 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 placed on the waitlist in case space becomes available.

Local unions must register their delegates via the following link:

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

Username: 2025EAPCONF (case sensitive)

Password: UAWEAP25 (case sensitive)

ACCOMMODATIONS

Due to limited accommodations, delegate spouses/guests are not permitted to attend the EAP Conference.

All delegates attending this conference will be housed with a roommate (double occupancy). Delegates requesting single occupancy in a double room must pay an additional \$319.90 plus tax for the week upon their arrival and must specify this request upon check-in. These payments must be made by personal credit card, debit card, check, or money order. ***Requests for single occupancy rooms cannot be guaranteed, as room assignments are made prior to arrival at the Family Education Center.***

TRAVEL INFORMATION

All delegates are expected to arrive at the Family Education Center by 3 p.m. Eastern Time (ET) on Sunday, June 1, and remain until the conference concludes at 9 a.m. (ET) on Friday, June 6. Arrivals and departures should be arranged accordingly. **Local unions are responsible for all transportation costs.**

Passenger Vehicle

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 policy:

Vehicles allowed to park in the Family Education Center must be union-made and have a vehicle VIN beginning with 1, 2, 4 or 5. If the vehicle VIN number begins with anything other than 1, 2, 4 or 5, parking accommodations are available in a lot adjacent to the Center's front gate.



Air Transportation

Local unions are encouraged to book flights through TSI USA to ensure delegates have a hotel room upon arrival at Detroit Metro Airport and a spot on the bus to the Family Education Center.

The local union must complete the online UBE Airline Reservation by Friday, May 16, by going to the following link: <https://cvent.me/X5bzMa>

When registering for flights, be prepared to pay for airfare with a credit card or local union check (no personal checks will be accepted). Please allow 24 hours for TSI USA to process the information provided. **TSI USA will email the local/delegate an itinerary that will need approval prior to ticketing.** 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.

- ❖ **All airline tickets are non-refundable and non-transferable**

Saturday Lodging/Sunday Bus Charter: To guarantee maximum savings, delegates who are flying will be required to arrive in Detroit on **Saturday, May 31**. The UAW International will provide overnight lodging in Detroit for May 31, based on double occupancy at the Courtyard Detroit Metro Airport Romulus, located at 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.

At 8:30 a.m. (ET) on **Sunday, June 1**, a charter bus will take delegates from the hotel to the Family Education Center. Estimated arrival is before 3:30 p.m. (ET). A one-hour lunch stop is planned during the bus trip. For the return trip on Friday, June 6, no flights should be made before 5 p.m. (ET). Hotel and bus information is printed on the e-ticket itinerary provided by TSI.

Local unions must complete a one-time registration with Travel Solutions International (TSI USA, agreeing to their services. Please complete the information required at this link: <https://form.jotform.com/210403752631041>



Airfare Check Payment Procedure

If paying for airfare with a local union check, mail the payment within 24 hours after TSI contacts you. Please make check payable to UBE, Inc. and send the payment to:

UBE/AIR
UAW Family Education Center
2000 Maxon Rd
Onaway, MI 49765

You must include a copy of the invoice with the check. For questions, call UAW Family Education Center at 989-733-6311

CUTOFF DATES

Conference Dates	REGISTRATION DEADLINE Include \$725 registration fee! ONLY paid if approved by the region	Airline Last day for a reduced fare
Sunday - Friday June 1-6, 2025	Monday May 5, 2025	Friday May 16, 2025

Please be aware that time must be allowed for processing between local, regional office, travel agencies, and the Family Education Center.

CANCELLATION AND REPLACEMENT

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 nonrefundable and non-transferable.

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