



MEMBER MOBILIZATION INSTITUTE

DISCOVER HOW YOU CAN GET INVOLVED



September 28 – October 3, 2025

WALTER AND MAY REUTHER UAW FAMILY EDUCATION CENTER

**LOCAL UNION
PROCESS**

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***STOP* DO NOT DISTRIBUTE!**

FOR LOCAL UNION USE ONLY



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

The Member Mobilization Institute is designed for UAW members or leaders. The institute is intended to mobilize members to action around issues affecting the working class, both on the job and in our communities. Topics we will explore include internal organizing, developing activists, and action planning.

ELIGIBILITY

This institute is open to any active UAW members or local leaders in good standing.

Delegate eligibility is limited to active members of your local union, including members on layoff 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 **\$75** registration fee through LUIS by choosing the *Submit a Payment* option under the Conference menu.
- ❖ Payments must be submitted by the local union no later than the registration deadline. Without payment submission, delegate registration will not be approved.
- ❖ Funds will **NOT** be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.
- ❖ Registration is open until **Monday, August 25, 2025**. Refundable cancellations are allowed until this date. After this deadline, registration fees are non-refundable. Only delegate substitutions will be accepted thereafter.

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 being 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 institute until the region has completed the approval process. The local union and the approved delegates will be contacted with further information about the institute via email. Delegates who are not approved will be notified that the institute's 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://conference.uaw.org/mobilizeLogin.php>

Username: 2025UMMI (case sensitive)

Password: UAWMMI25 (case sensitive)

ACCOMMODATIONS

Due to limited accommodations, delegate's spouses and guests are not permitted to attend the Member Mobilization Institute.

All delegates attending this institute will be housed with a roommate (double occupancy). Delegates requesting single occupancy must pay an additional \$319.90 for the week upon their arrival and must specify this request upon check-in. These payments must be made using a personal credit/debit card or a check/money order. **Requests for single occupancy rooms cannot be guaranteed. Requests can be made upon arrival at the Family Education Center. Availability of single occupancy rooms is based on the total number of registered delegates at the institute.**

TRAVEL INFORMATION

All delegates are expected to arrive at the Family Education Center by 3 p.m. Eastern Time (ET) on Sunday, September 28, and remain until the conference concludes at 9 a.m. (ET) on Friday, October 3. Arrivals and departures should be arranged accordingly. **Local unions are responsible for all delegate transportation costs to institutes. Reimbursable expenses include airline tickets (minus flyer fees), checked bags, and mileage exceeding 1,000 miles. See the Local Union Process document for complete details.**

Passenger Vehicles

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 FEC (Family Education Center) must be union-made and have a vehicle VIN number 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 FEC's front gate.

For delegates driving more than 500 miles one-way (1000 miles round-trip), mileage will be reimbursed at the IRS rate **after** the first 1,000 miles.

For delegates driving, hotel accommodations (\$65 single/\$80 double) with receipt submitted to the UAW Family Education Center will be reimbursed: one night if driving over 500 miles one way or two nights if driving over 1000 miles one way.

Upon completion of the program, delegates will receive mileage and/or hotel refunds.

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, September 12**, at this link: <https://cvent.me/Bqg2DW>.

When registering for flights, be prepared to pay for airfare with a credit card or a 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.**

- ❖ Airline ticket cost will be reimbursed minus a **\$75 flyer fee** for each flyer. Do not pay the fee in advance. The flyer fee is deducted from the refund check issued by the UAW Family Education Center.
- ❖ A refund for checked bag cost (\$30 each way) with receipt submitted to the UAW Family Education Center will be reimbursed upon completion of the program.
- ❖ 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, September 27**. The International Union will provide overnight lodging in Detroit for September 27, 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.

At 8:30 a.m. (ET) on Sunday, September 28, 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. On Friday, October 3, the bus will leave the FEC at 9 a.m. (ET). No flights should be scheduled before 5 p.m. (ET). Hotel and bus information is printed on the e-ticket itinerary provided by TSI.



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 the check payable to UBE, Inc. and send 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. If you have any questions, call the UAW Family Education Center at 989-733-6311.

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

CUTOFF DATES

Institute Dates	REGISTRATION DEADLINE Include \$75 registration fee ONLY paid if approved by the region	Airline Last day for reduced fare
Sunday - Friday Sept. 28 -Oct. 3, 2025	Monday August 25, 2025	Friday September 12, 2025

Please be aware that time must be allowed for processing between the local, regional office, travel agency, and FEC.

CANCELLATION AND REPLACEMENT

Cancellations made prior to August 25, 2025, will be fully refunded. After that date, registration fees are non-refundable. If a local needs to cancel a delegate after August 25, 2025, they may send a replacement delegate in their place and should immediately notify their regional office of the swap, including complete information for the replacement delegates(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 the person they are replacing so that the \$75 paid registration fee will apply to the substitute. When processing delegate changes, please remember that airline tickets are non-refundable and non-transferable.