

FOR LOCAL UNION USE ONLY – PLEASE DO NOT DISTRIBUTE



LOCAL UNION PROCESS FOR BARGAINING AND CONTRACT ENFORCEMENT BOOT CAMP

September 20-25, 2026

**The Walter and May Reuther UAW Family Education Center
Onaway, Michigan**

ELIGIBILITY

This institute is open to UAW members in good standing who are eligible, as indicated in the official call letter.

- **Attendance Requirement:** Mandatory at all sessions; roll call will be taken daily.
- **Lost Time:** Payment for all lost time is the responsibility of the local union.
- **Eligible Delegates:** Active local union members, including those currently on layoff or strike.
- **Ineligible Participants:** Members on sick leave, retired members, and spouses who are not local union members.

DEADLINES

Registration & Submission of \$75 Fee	Last Day for Reduced Airfare	ACH Payment Withdrawal	Refundable Cancellation Deadline
Monday, August 10 by 4 p.m. ET	Friday, August 28	Friday, August 21	Monday, August 10 by 4 p.m. ET

Registrations will only be approved by the regional office after payment of the \$75 registration fee has been submitted.

Cancellations made prior to the registration deadline above will be refunded. Any cancellations thereafter will not be refunded, but replacement delegates will be accepted.

REGISTRATION PROCESS

Local unions must register their delegates via the following link:

Website: <https://conference.uaw.org/bargaining.php>

Username: **26B&CEBCAMP** (case sensitive)

Password: **B&CEBC26** (case sensitive)

- **A \$75 registration fee must be submitted by the registration deadline.** To pay, log in to LUIS, go to the **Conference** tab, and select **Submit a Payment**.
- Funds will be withdrawn from local unions for approved delegates on the ACH Payment Withdrawal date in the table above.
- Local unions must provide delegates' personal (non-work) email and cell phone number when registering them for this institute.
- Upon registration submission, the delegate will receive an email acknowledging their registration and placement on the conference waitlist. Please note that **attendance is subject to regional approval**, and their participation is not confirmed until this process is complete. This is due to the limited spaces allotted to each region.
- Once approved, the local union and the approved delegates will receive confirmation and additional 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 a waitlist in case space becomes available.

For questions regarding the registration process, please contact your regional Education Representative or the Education Department (education@uaw.net) for assistance.

CANCELLATION AND SUBSTITUTION

- **Refund Deadline:** Cancellations made before **the registration deadline** will receive a full refund.
- **Non-Refundable Period:** Fees are non-refundable for any cancellations made after the registration deadline.
- **Delegate Substitutions:** If a registered delegate can no longer attend, the local union may send a replacement.

- **Required Steps for Substitutions:**

1. Register the new delegate through the online portal.
2. Immediately notify your regional office of the swap.
3. Email the Education Department at education@uaw.net and Black Lake at blacklakefec@uaw.net. Include the name of the cancelled delegate and the name of the person replacing them in your email.

In the event of a last-minute change:

- The substitute delegate must be provided with 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-transferable and non-refundable.

ACCOMMODATIONS

Due to limited space, spouses/guests of delegates are not permitted to attend.

- **Standard Pairing:** All delegates will be paired with their requested roommate or a randomly assigned partner. This is the standard arrangement and is covered by the conference registration fee.
- **Single Accommodations:** Private single rooms may be requested at an additional cost, but they are subject to availability and cannot be guaranteed.
 - **Additional Cost:** Single rooms cost an additional **\$330.50 plus tax** for the week per delegate. This cost must be paid at or before check-in. The local union can choose to pay this additional amount on behalf of their delegate following local protocol, or the individual delegate can pay the amount on their own personal behalf.
 - **Payment Methods:** Payment can be made by the local union or by the individual delegate using a personal credit or debit card, money order, personal check, or local union check.
 - **How to Request:** Requests for single housing will only be considered if space allows after the conference registration deadline. Beginning the day after the

registration deadline, you can contact the UAW Black Lake front desk at **(989) 733-8521** to make advance arrangements.

Single housing arrangements should be made with the Black Lake front desk at least one week (7 days) prior to the institute. Requests can also be made at check-in, but availability will be limited.

TRANSPORTATION

Local unions are responsible for all transportation costs. All delegates are expected to arrive at the Family Education Center by 3 p.m. ET on Sunday, and remain until the institute concludes at 9 a.m. ET on Friday. Transportation departures and arrivals should be arranged accordingly.

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 policies:

- Vehicles allowed to park in the Family Education Center must be union-made and have a VIN beginning with 1, 2, 4, or 5. If the vehicle VIN begins with anything other than 1, 2, 4, or 5, parking accommodations are available in a lot adjacent to the Center's front gate.
- Delegates driving more than 500 miles one-way (1,000 miles round-trip) will be reimbursed for mileage after the first 1,000 miles at the IRS rate.
- For delegates driving to the Center, hotel accommodations will be reimbursed (\$65 single/\$80 double) with receipts submitted to the UAW Family Education Center. If driving over 500 miles one-way, one night at a hotel is reimbursable. If driving over 1,000 miles one-way, two nights at a hotel are reimbursable.

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

Air Transportation

Local unions should book flights through the TSI USA link below 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 the deadline indicated at the following link: <https://cvent.me/ZZOvan>

When booking flights, please be prepared to pay via credit card or local union check (personal checks are not accepted). Once submitted, **allow 24 hours for TSI USA to process your information**. You will then receive an email itinerary, which **must be approved before ticketing occurs**. Please note that a \$20 transaction fee applies to each airline reservation.

If paying by local union check, make the check payable to **UBE, INC.** Within 24 hours after TSI contacts you, mail the check and a copy of the invoice to:

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

For questions, call the UAW Family Education Center at (989) 733-6311.

Air Travel Reimbursement

- **Airfare Reimbursement:** The cost of the airline ticket will be reimbursed, minus a **\$75 flyer fee** per person.
 - **Note:** Do not pay this fee in advance; it will be automatically deducted from the refund check issued by the UAW Family Education Center.
- **Baggage Fees:** Reimbursement is available for one checked bag at a maximum of \$35 each way. Any cost exceeding this amount or fees for additional or overweight bags will be the responsibility of the delegate. Original receipts must be submitted to the UAW Family Education Center, and fees will be refunded after the program is complete.
- **Name Accuracy:** You must provide your member's legal name exactly as it appears on their driver's license. Failure to provide the correct name may result in a \$150 correction fee from the airline. The UAW will **not** reimburse this charge.
- **Ticket Restrictions:** All airline tickets are strictly non-refundable and non-transferable.

Saturday Lodging & Sunday Bus Charter for Flyers

To maximize cost savings, delegates flying to the institute are required to arrive in Detroit on Saturday prior to the institute. The International Union, UAW will provide overnight lodging (double occupancy) at the **Courtyard Detroit Metro Airport Romulus**, located at 30653 Flynn Dr., Romulus, Michigan. Upon arrival, hotel shuttles will be stationed outside baggage claim to transport delegates directly to the hotel.

At 8:30 a.m. ET on Sunday, a charter bus will take delegates from the hotel to the UAW 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, no flights should be made before 5:00 p.m. ET. Hotel and bus information is printed on the e-ticket itinerary provided by TSI.

SUBSIDIES

This institute is subsidized by the International Union to keep the registration fees and travel costs low for all local unions. A limited number of \$350 lost-time subsidies is also available. These limited lost-time subsidies may be requested from your regional office and are subject to availability and approval.

The local union of a subsidized delegate **must** provide a completed lost-time voucher to the UAW Family Education Center immediately following the conclusion of the institute. Forms submitted more than **30 days** after the institute's conclusion will not be eligible for reimbursement. Reimbursement processing will take 4 to 6 weeks after the last day of the institute.

SR:adh/kmc
opeiu494afl-cio