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INTERNATIONAL UNION, UNITED AUTOMOBILE • AEROSPACE • AGRICULTURAL IMPLEMENT WORKERS of AMERICA, UAW

**Call to the UAW National CAP Conference**  
**Washington, DC • February 3-6, 2008**

October 3, 2007

**TO:** All Region 1D Local Union Presidents, Recording Secretaries,  
CAP Chairpersons and Recording Secretaries

Plans and arrangements for the 2008 UAW National CAP Conference are now under way. A quota for each Region has been established. Attendance is limited.

**LOCAL UNION REPRESENTATION** is limited to one hundred twenty-five (125) delegates. If a Local submits a name of more than one delegate, they should be given priority, i.e. 1, 2. No more than two (2) please. Additional Local Union delegates will be considered if the quota is not met.

**CAP COUNCIL REPRESENTATION** will be on the basis of two (2) per CAP Council. If your CAP Council decides not to send its quota, it is essential that you notify Sue Levy at the Grand Rapids Regional Office immediately of this fact. If your CAP Council would like to send an additional delegate, please so indicate on your reservations. If other CAP Councils do not fill their quota, consideration will be given to your request.

This call contains related information concerning participation of delegates and spouses. In order to make necessary preparations, you must send the completed registration form(s) back to the Regional office by **Monday, October 29, 2007**. I urge you to comply with these guidelines, review them carefully and to take the necessary steps to assure that such information is provided.

| Location   | Conference Dates   | Arrival  |
|--|--|--|
| Marriott Wardman Park<br>2660 Woodley Road, NW<br>Washington, DC 20008<br>(202) 328-2000 | Sunday, February 3, 2008<br>through<br>Wednesday, February 6, 2008 | Saturday & Sunday:<br>Check-in Time is<br>3:00 p.m.                      |
| <b>Tentative Schedule</b>  |  |  |
| Saturday   | February 2, 2008   | Early Registration<br>1:00 - 5:00 p.m.                                   |
| Sunday   | February 3, 2008   | Registration<br>9:00 - 4:00 p.m.<br>Opening Plenary Session<br>7:00 p.m. |
| Monday   | February 4, 2008   | Second Plenary Session<br>8:45 a.m.                                      |
| Tuesday  | February 5, 2008   | Lobby Day  |
| Wednesday  | February 6, 2008   | Last Plenary Session<br>9:00 a.m.<br>11:00 a.m. Adjournment              |

### **DELEGATE REGISTRATION FEE**

There will be a \$150 registration fee for each delegate. Also, provisions will be made for distinguished guests at a registration fee of \$150. Distinguished guests of the local must be approved through the Regional Director and must pay the \$150 registration fee.

### **SPOUSE REGISTRATION FEE**

Provisions will be made for spouses/companions attending the conference. The registration fee is \$50 per spouse/companion. **LOCAL UNIONS AND CAP COUNCILS MAY NOT SEND ANOTHER MEMBER OF THEIR LOCAL UNION OR CAP COUNCIL AS A SPOUSE/COMPANION TO BYPASS THE \$150 DELEGATE FEE.**

### **CREDENTIAL AND REGISTRATION FEE**

A sufficient quantity of credentials for your delegates is enclosed. This is your quota. You must return credentials to our regional office, along with the registration fee of \$150 per delegate and the \$50 registration fee per spouse/companion by **Monday, October 29, 2007**. Credentials received without the appropriate fees for delegates and spouses/companions will be returned. Please make checks payable to **UAW—NATIONAL CAP**.

Delegates and spouses/companions will register jointly at the registration desk.

**THE NATIONAL CAP DEPARTMENT PROCESSES CREDENTIALS BY THE LAST FOUR DIGITS OF THE DELEGATE'S SOCIAL SECURITY NUMBER, THEREFORE, PLEASE MAKE SURE THE LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER ARE PROVIDED.**

The address listed on the regional credential is a mailing address. The National CAP Department will use this address for future mailings to CAP Conference delegates throughout the year.

### **HOUSING FORMS**

Enclosed are the housing forms to be completed and mailed directly to the hotel. It is strongly suggested you make reservations immediately, since the block of rooms may fill up quickly.

### **TRANSPORTATION**

Conference attendees are responsible for making their own travel arrangements. To make reservations, call Travel Focus at (866) 397-0867. Identify yourself as an attendee at the National CAP Conference in Washington, D.C.

### **FINANCIAL ARRANGEMENTS**

Lost time, transportation, hotel costs and registration fees are the responsibility of the local union or CAP council. Each delegate will be responsible for the \$50 registration fee for his/her spouse/companion. **The sponsors of distinguished guests will be financially responsible for the \$150 registration fee unless passed on to the guest.**

Adherence to these financial guidelines will expedite the registration process at the conference and, in some cases, prevent potential embarrassment at the registration desk.

**GENERAL INFORMATION**

**We encourage you to contact your legislators and invite them to attend an Officers' Reception on Tuesday, February 5 from 6 to 8 p.m. The purpose of this event is for our delegates to share an evening with their congressional leadership; therefore, if a congressperson cannot attend, it is not necessary for them to send aides or staff for representation.**

**V-CAP SALES**

All UAW locals and CAP councils will be allowed to sell their merchandise during the 2008 National CAP Conference. Each local and CAP council will be allowed one eight-foot table for sales.

Enclosed is a V-CAP sales booth form to be completed and returned to the Regional Office for approval.

Looking forward to your participation in an interesting and productive conference.

Fraternally,



Donald Oetman, Director  
Region 1-D, UAW

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2008 CAP Conference -- Regional Call  
cc: International Reps