

2025 UAW INTERNATIONAL WOMEN IN LEADERSHIP CONFERENCE



Women's Delegates ***LEADING WITH INTENTION***

April 3-6, 2025

Pat Greathouse Center, Ottawa, IL 61350



Women's Local Union Guidelines

The following information is provided to assist local unions in processing the UAW International Women in Leadership Conference registrations. These guidelines should prevent misunderstandings regarding delegate selection and local union financial obligations.

The UAW International Women in Leadership Conference is designed to provide specific training for Women in Leadership, and members who have a high density of women workers in the workplace.

Locals are encouraged to select delegates who are in the following positions: Presidents, Vice Presidents, Financial Secretaries, Recording Secretaries, Unit Chairpersons, Steward/Committee person, Benefit Representative, and EAP Representative.

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REGISTRATION FEES AND SCHOLARSHIPS

REGISTRATION FEES

Registration for the event will be done through LUIS by selecting “Women in Leadership” under the “Conference” tab. Pre-registration will be open from January 24, 2025, until March 10, 2025. The conference registration fee is \$200 per participant and must be paid by Local Unions using ACH. Local unions will pay online through LUIS by choosing the “International Women in Leadership Conference” and then “Women’s Payment” option under the “Conference” menu.

- If you are not registered on LUIS, please use the link and login information below:

Website: women.uaw.org
Username: womenlead2025
Password: solidarity25

Local Unions must provide each delegate’s personal (non-work) email when registering delegates for this conference.

DELEGATE SCHOLARSHIPS

Each Region is allowed to submit a scholarship request, not to exceed \$500.00, for local unions that need assistance due to financial hardship. This scholarship can cover registration, lodging and/or mileage. This is limited to 2 per region.

To be considered for scholarships:

- *The local union must make a written request and attach their last (3) monthly financial statements.
- *The local union will be reimbursed after submitting receipts with associated fees (hotel/travel).

Important Deadlines

Registration Deadline (\$200 Registration Fee): Monday, March 10, 2025
Hotel Deadline (for Pat Greathouse - \$70 per night): Monday, March 10, 2025

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TRANSPORTATION AND LODGING

Local Unions are responsible for all transportation costs for approved delegates attending the conference.

DRIVING TO HOTEL

Pat Greathouse Center is at 1000 East Center Street, Ottawa, IL, 61350. Please provide the attached “Delegate Briefing” memo to the approved delegates for more information.

TRAVEL INFORMATION FOR DELEGATES

Travel for Delegates

Conference participants are responsible for making their own hotel and travel arrangements. The travel dates are Thursday, April 3, 2025, and Sunday, April 6, 2025.

All participants are expected to arrive at Pat Greathouse Center by 5:00 p.m. on Thursday, April 3, 2025, and remain until the conference concludes on Sunday, April 6, 2025. Arrivals and departures should be arranged accordingly.

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. If you have not previously submitted the required information, please use this link: <https://form.jotform.com/210403752631041>. Please allow 24 hours for TSI USA to process your registration. Once the local union is registered, you 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 cannot be made through the UAW’s travel partner (TSI USA).

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Lodging

Rooms at Pat Greathouse Center are available at \$70.00 per room per night. Each room has two (2) beds; we urge members to double up when feasible, to ensure that as many delegates as possible can stay on the property. Please contact Holly Skoog at (847) 459-3888 or hskoog@uaw.net to make room reservations for the center. It is imperative to fill the hotel rooms at The Pat Greathouse Center before seeking area lodging. However, in the event that rooms at Pat Greathouse Center become sold out, we also have negotiated rates at the Comfort Inn, 120 W. Stevenson Road, Ottawa, IL, 61350 call (815) 433-0029. Ask for the UAW rate—all rates are subject to availability.

Check-in time for the hotel rooms at Pat Greathouse Center is 3:00 p.m.

Parking

If your union-made vehicle has a VIN number that starts with the numbers 1, 2, 4 or 5 you may park in the parking lot for the Pat Greathouse Center. If this does not apply to the vehicle you drive, there is on-the-street parking.

- GPS Address: 1000 East Center Street, Ottawa, IL, 61350.

For Delegates flying to Chicago, the delegate should arrive in Chicago on Thursday, April 3, 2025, no later than noon. The closest airports to the hotel are Chicago Midway International Airport (MWD) and Chicago O'Hare International Airport (ORD).

- **Please be aware:** The distance from Chicago Midway Airport to the Pat Greathouse Center is 78 miles. The travel time is approximately 1 hour and 18 minutes (could be longer).
- Registering for the conference and booking travel are separate processes. You should receive an approval email that you are registered for the conference first, before booking the hotel and travel.

Delegates are responsible for their travel arrangements to and from the airport.

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PER DIEM

Per Diem

Meals that are provided must be subtracted from the daily per diem of \$55 per day (\$12 Breakfast, \$14 Lunch, \$29 Dinner) based on hotel billing and \$25 for day of return.

(Subject to your local by-law per diem rate.)

The per diem payout for the 2025 International UAW Women in Leadership Conference is as follows:

- Thursday, April 3, 2025, per diem \$55 (\$12 Breakfast and \$14 Lunch, \$29 Dinner)
- Friday, April 4, 2025, per diem \$0
(All meals will be provided)
- Saturday, April 5, 2025, per diem \$0
(All meals will be provided)
- Sunday, April 6, 2025, travel day \$13
(All meals will be provided)

LOST TIME AND EXPENSES

All expenses, including hotel and airfare, and lost time wages are the responsibility of each local union. All other expenses related to this event (baggage, parking, meals) are the responsibility of the delegate attending the event, and they should follow normal reimbursement processes provided to them by their local bylaws.

CANCELLATION AND DELEGATE REPLACEMENT



Cancellations must be submitted to the **Regional Office** at least **15 working days** before the conference so that reservations can be reallocated. Refunds will only be granted for valid emergency reasons until March 17, 2025. **No refunds will be given after March 17, 2025.**

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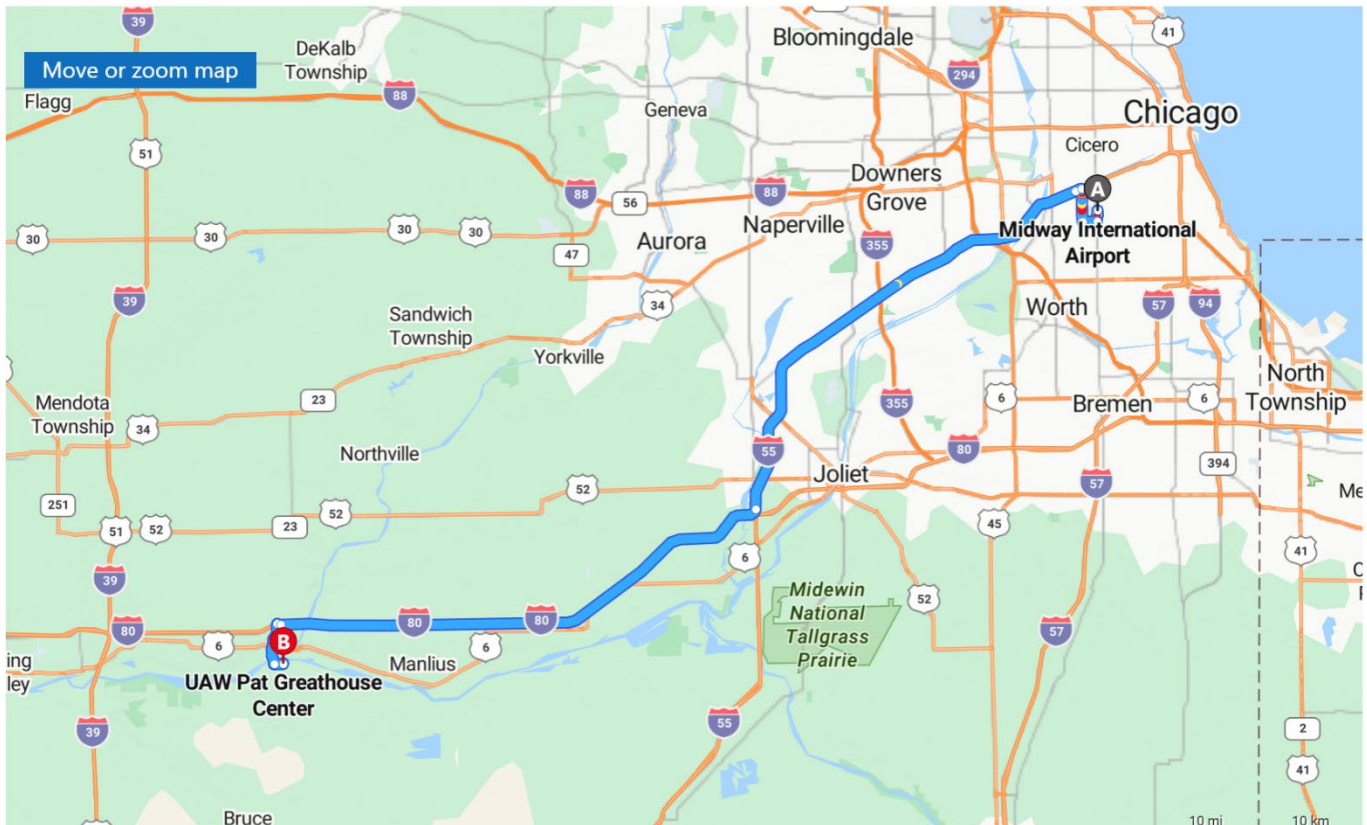
Driving Directions from Chicago Midway International Airport to UAW Pat Greathouse Center

A Chicago Midway International Airport, 5700 S Cicero Ave, Chicago, IL 60638

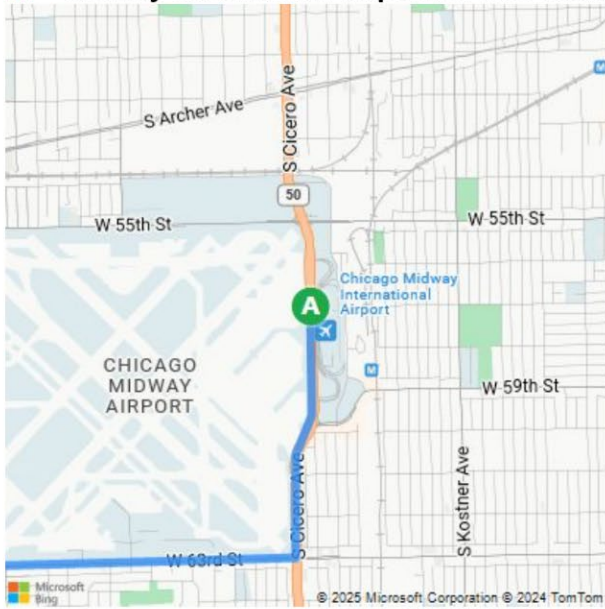
B UAW Pat Greathouse Center, 1000 E Center St, Ottawa, IL 61350-4129

↑	1. Head north on IL-50 / S Cicero Ave toward W Airport Dr	2.1 mi
	2. Take the ramp on the left and follow signs for I-55 South	36.1 mi, 34 min
	3. At Exit 250B , head right on the ramp for I-80 West toward Iowa	35.8 mi, 30 min
↗	4. At Exit 90 , head right on the ramp for IL-23 / Columbus St toward Ottawa	0.3 mi
↙	5. Bear left , then turn left onto IL-23 / Columbus St	3.0 mi
↶	6. Turn left onto E Center St	0.6 mi
↙	7. Bear left onto road	338 ft
8.	Arrive at your destination on the right The last intersection before your destination is E Center St	

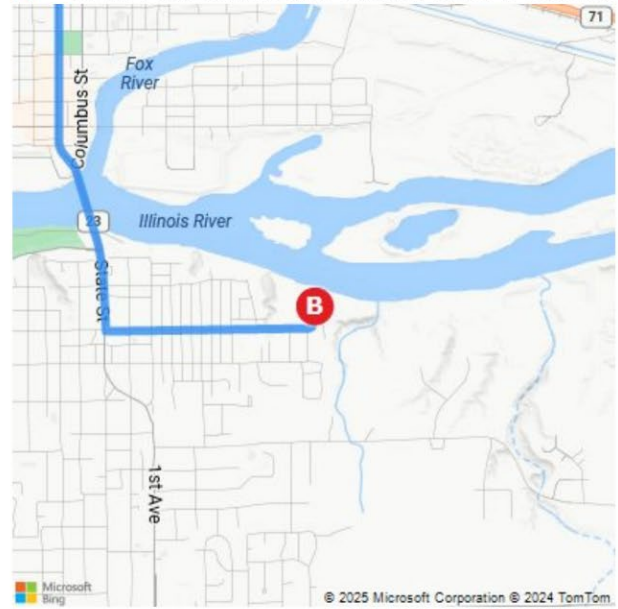
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A Midway International Airport, 5700 S Cice...



B UAW Pat Greathouse Center, 1000 E Cente...



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DELEGATE BRIEFING 2025 UAW International Women in Leadership Conference Pat Greathouse Center

Attending Pat Greathouse Center (PGC) is an honor. Delegates are expected to make the most of this opportunity. All delegates must attend all scheduled classes. Delegates who do not attend classes will be requested to leave the PGC. Firearms are prohibited. Delegates who fail to attend classes or elect to leave prior to the conference's conclusion will not receive a certificate.

PASSENGER VEHICLE

Delegates who elect to drive to the PGC should be informed of the "**multiple of three**" rule. When a local sends more than one delegate to the session, delegates should travel in multiples of up to three per vehicle. Please see the information below about permissible vehicles.

PARKING POLICY

Please be advised of the following Pat Greathouse Center policy:

Vehicles allowed in PGC **must be Union-Made and have a vehicle VIN number beginning with 1, 2, 4, or 5 (i.e., made in the USA or Canada)**. VIN numbers are located in the dashboard or door jamb of vehicles. If the vehicle VIN number is anything other than 1, 2, 4, or 5, parking on the street parking is available.

FLYING TO CENTER

For the delegates flying to Chicago, the delegate should arrive in Chicago on Thursday, April 3, 2025, no later than noon. Delegates may fly into either of these airports: Chicago Midway International Airport (MDW) or Chicago O'Hare International Airport (ORD).

Please be aware that the distance from Chicago Midway Airport to Pat Greathouse Center is 78 miles. The travel time is approximately 1 hour and 18 minutes (could be longer).

Special Note:

Delegates are responsible for their travel arrangements to and from the airport.

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Answers to Frequently Asked Questions

All times are in Eastern Standard Time (EST)

- Room check-in at the PGC begins any time after 3:00 p.m. on Thursday.
- Conference registration is from 5:00 p.m. to 7:00 p.m.
- Welcome and opening is at 7:00 p.m. on Thursday evening.
- The conference will end on Sunday at 10:30 a.m.
- Email and internet access is available at PGC.

Address to Pat Greathouse Center:
1000 East Center Street Ottawa, IL 61350
Phone Number: (847) 459-3888

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2025

INTERNATIONAL UAW WOMEN'S CONFERENCE

THEMED DAYS



THURSDAY – UNION STRONG DAY
(Wear your Local Union gear.)



FRIDAY – EMERGENCY BRIGADE DAY
(Wear your red beret, white button up shirt, and red armband.)



SATURDAY – CONFERENCE BLAZER
(Wear a pink blouse with your conference blazer.)



**SUNDAY – DAY IN WHITE FOR WOMEN'S
SUFFRAGE**
(Dress to impress for your graduation headshot.)

Conference Theme

LEADING WITH INTENTION

4/3/2025 – 4/6/2025

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