

**WOMEN'S PROGRAM CALL LETTER**

**WHAT:** IUE-CWA Women's Program Meeting

**WHEN:** June 16-17, 2022

**WHERE:** Hyatt Regency Capitol Hill, DC

**WHO:** IUE-CWA Women's Committee Chairs/Woman Local Presidents

Dear IUE-CWA Local Presidents,

In June, we will be taking the IUE-CWA Local Women's Chairs to Washington, DC for an in-person training/meeting. All costs, including lost time, per diem, and travel, will be paid through the IUE-CWA Women's SIF. Please fill out the attached registration sheet for your Local Women's committee chair and email it to [Kshort@iue-cwa.org](mailto:Kshort@iue-cwa.org) or fax to 937-298-2636. Also, please make sure your women's chair gets a copy of this letter. Don't have an active women's committee? Now is the time to designate a chair and send her to this meeting to learn how to create a Women's committee.

Travel arrangements:

**Airfare:** the women attending the meeting will need to call Karen Puckett at AAA travel at (937)281-2752 no later than May 27th to book their airline tickets into Washington, DC. We will pay for the airfare up front and we will reimburse for bag fees for one bag.

**Driving:** Please indicate on the registration form if your Women's Chair is driving to the event. We will pay mileage (up to the average airfare) and for parking for those who drive.

**Hotel:** Once you submit the registration form (attached), we will book and pay for the hotel rooms for all women attending at the Hyatt Regency Capitol Hill, 400 New Jersey Ave. Washington, DC 20001.

**Travel from Airport to Hotel:** We will reimburse for Taxi/Uber to and from DCA airport to hotel.

**Per Diem:** Total per diem locals can pre-pay attendees is \$200.50. Attendees MUST KEEP AND TURN IN ALL RECEIPTS and must reimburse the local for any amounts not spent. The per diem amount above includes travel day per diem of \$59.25 for the 15<sup>th</sup> & 18<sup>th</sup> and \$36 for dinner/\$5 incidentals on the 16<sup>th</sup> and 17<sup>th</sup>. Breakfast and lunch will be provided on the two meeting days.

Please ask your women's committee chair to report about the meeting to your Executive Board and Membership after they return from the meeting. Thank you again for taking part in this important program and giving your women's chair all the support they need!

In Unity,

  
Carl Kennebrew  
President, IUE-CWA

enclosure