



April 4th, 2019

To: GSU Local Presidents, Observers and National Council Officers

Re: Information for Participants - GSU Local Presidents' Conference 2019 and National Council Meeting

Comrades, Sisters, Brothers:

The 2019 GSU Local Presidents' Conference and National Council meeting will be held at the Delta Hotel by Marriott Montreal, 475 President Kennedy Avenue, Montreal, QC.

How to register for this meeting

To register, please go to the online registration form on the GSU web site

https://www.surveymonkey.com/r/LCP_CPL_2019

If you prefer to complete the form manually, download the PDF version and fax it back to the GSU National Office at 613 230 6774. If you do not have internet access, call us at 613 560 4395 and we will send a registration form by fax or regular mail.

All participants - National Council Officers, Local Presidents, and Local observers - must register for this meeting no later than **May 27, 2019**.

When to travel

National Council, Local Presidents and Local Observers should travel to Montreal on **Monday, August 12, 2019**. The return home for Local Presidents can be the evening of **Thursday, August 15** or the **morning of Friday, August 16, 2019**. For National Council Officers travel is the morning of **Saturday, August 17, 2019**.

Local Presidents and Observers in the Montreal Region may check into the hotel after **3:00 pm** on **Monday, August 12, 2019**.

The Quebec Region Local Presidents are invited to observe the National Council meeting on **Friday, August 16, 2019** and GSU will cover those expenses.

A 'meet and greet' will be held on **Monday, August 12, 2019**, so book your travel to arrive on time. **Registration will start at 4:30 p.m. followed by a reception at 7:00 p.m.**

You may arrange for personal trips before or after the conference through the GSU travel agent, but **all additional costs are at your own expense and must be paid for at the time of booking**.

Expenses paid by GSU or the Local are as follows:

Regulation 4 – Expenses for members on GSU business:

National Council Officers and Local Presidents are fully-funded by the GSU; an advance will be sent 30 days before you travel.

There will be claim forms available at the conference. If you do not have a credit card, please let Maria know.

1. Union Leave: Authorization Letter is attached with instructions;
2. Travel Time: Hours outside of your normal working hours will be paid at straight time;
3. Ground transportation: kilometers and taxis, with appropriate receipts;
4. Per Diem: as per PSAC rates July 1, 2019, per diem will not be paid for meals provided by the GSU;
5. Incidentals: as per PSAC rates July 1, 2019;
6. Hotel rooms will be charged to the GSU Master Bill; you are responsible for any miscellaneous room charges.

How to make Travel and Hotel Arrangements

Please call 613 232 9908 or 888 676 7747 to make travel arrangements with WE Travel. We will provide them with a list of participants and they will expect your call. Identify yourself as a member of the GSU group. **GSU staff will make your hotel reservation once your travel itinerary is finalized.** Travel arrangements must be made prior to **May 27, 2019.**

Local Observers are fully-funded by the Local

You will be attending the Local Presidents' Conference at your Local's expense. The expenses covered are the same as above. You will submit a claim form to your Local for all your travel expenses; however, you will submit a separate claim to the GSU, approved by your Local President, for the **Union Leave** and the **Travel Time** only. The GSU will invoice the Local directly.

Complete the same registration form referred to above. Please call 613 232 9908 or 888 676 7747 to make your travel arrangements with WE Travel but be prepared to pay for your ticket with a credit card. The agent will advise us of your itinerary, and we will make your hotel reservation. You will need to pay your own hotel bill when you check out.

There will be claim forms available at the conference. If you do not have a credit card, please let Maria know.

GSU Internal Committees

We are in the process of re-vamping the GSU Committees. You will be advised by email shortly if you have been selected to be part of a Committee. This will not have an impact on your travel day.

Important Information – Union Leave

Please fill-out the attached letter requesting union leave. The member signs the letter and gives it to their supervisor for approval. The Employer will invoice directly GSU.

Summary of Meetings:

Monday, Aug. 12	Travel Day Registration 4:30 pm to 7:00 pm (Terrasse) Meet and Greet 7:00 pm to 9:00 pm (Terrasse)
Tuesday, Aug.13	Regional Vice-Presidents' Meeting / Réunion des Vice-président(es) regional(es) (8:00 – 8:25) - Paganini Regional Caucus Meetings / Réunions des caucus régionaux (8:30 to 12 :00) Atlantic Region / Région, Atlantique Brahms NCR Region / Région, RCN Mozart Ontario Region / Région, Ontario Strauss Pacific Region / Région, Pacifique Paganini Quebec Region / Région, Québec Chopin Royal Canadian Mint / Monnaie Royal Can. Liszt Western Region / Région, Ouest Debussy
	<hr/> GSU Committee Meetings (1:00 to 5:00) <ul style="list-style-type: none">• By-Laws and Policy Committee Debussy• Communications Committee Brahms• Education Committee Liszt• Financial Review Committee Mozart• Local Development Committee Chopin• Union Recognition Committee Strauss
Wednesday, Aug. 14	Day 1 – Local Presidents' Conference (9:00 to 5:00) (Lunch provided) Opus 1 Social Event (TBC)
Thursday, Aug. 15	Day 2 – Local Presidents' Conference (9:00 to 5:00) (Lunch provided) Opus 1 Some travel home
Friday, Aug. 16	National Council Meeting (9:00 to 5:00) (Lunch provided) Concerto Some travel home
Saturday, Aug. 17	Travel Home

REMINDER: Deadlines for Reports and Agenda Items

Please note that **June 3rd, 2019** is the deadline for receipt of the following in the National Office:

- **Reports to National Council from National Vice-Presidents and Regional Vice-Presidents**
- **National Council Agenda items**
- **Reports of GSU Standing Committee to National Council**

Agenda for this meeting will follow at a later time.

To date, one topic has been submitted to the GSU National Office for the LPC. **These are your meetings so please advise us what you would like discussed.**

Please contact the GSU National Office if you have any questions or concerns.

In solidarity,



Randy Howard
National President
Government Services Union, PSAC