

GSU Young Worker's Conference 2025

June 16, 2025

TO: Members Participating in the GSU Young Worker's Conference 2025

IMPORTANT DATES TO REMEMBER

When does the GSU Young Worker's Conference start?	Wednesday, November 5, 2025 at 9:00 a.m.
When does the GSU Young Worker's End?	Thursday, November 6, 2025 at 5:00 p.m.
Where is the GSU Young Worker's being held?	Alt Hotel Ottawa 185 Slater Street Ottawa, ON K1P 0C8 Indigo Boardroom (2nd floor)
What are the travel dates?	Here's a summary of the travel details for all participants: <ul style="list-style-type: none"> ○ Arrival: Tuesday November 4, 2025 ○ Return: Friday, November 7, 2025 ○ National Capital Region (NCR) return home on Thursday, November 6, 2025 <ul style="list-style-type: none"> • Hotel's check-in time is 3:00 PM • Hotel's check-out time is 12:00 AM
When is the registration deadline, and what is the process for registering?	All registrations must be received by Friday, September 5, 2025 at 5:00 p.m. (EDT) To register, please use the link here: https://forms.office.com/r/2JXsGNY4Sj
When is the deadline for securing my travel reservation, and what steps should I follow to make the booking?	All travel must be booked and approved before Friday, September 5, 2025. For travel by air, please contact W.E. Travel:

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	<ul style="list-style-type: none"> • Ottawa - 1-888-676-7747 or (613) 232-9908 between the hours of 8:30 a.m. to 5:00 p.m. EDT. Service in French is available (ask for ext. 2000, 2002 or 2003) • Vancouver - 1-800-663-4703 between the hours of 8:30 a.m. to 5:00 p.m. PST. <p>Except for participants residing in the same area as the event, travel by privately owned motor vehicle (POMV) is generally not authorized. Please reach out to the GSU via email at gsu-ssg@psac-afpc.com to request authorization prior to September 5, 2025.</p>
Hotel Accommodation	<p>Your hotel accommodation will be reserved based on the information you provide in your registration form. If there is any change to your needs afterwards, please reach out to us via email at gsu-ssg@psac-afpc.com.</p>

GUIDELINES FOR THE EVENT

We are pleased to announce that the GSU Young Workers Conference 2025 will be held at the Alt Hotel Ottawa, 185 Slater Street, Ottawa, ON K1P 0C8, Indigo Boardroom. (2nd floor)

Schedule Overview:

Tuesday, November 4	Travel day for all participants
Wednesday, November 5	Day 1 (9:00 am to 5:00 pm) Social event: (6:00 pm to 8:30 pm)
Thursday, November 6	Day 2 (9:00 am to 5:00 pm) National Capital Region (NCR) – travel home
Friday, November 7	All participants travel home

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What expenses are covered by the GSU

Members participating at this conference are entitled to the following:

- travel costs, including ground transportation;
- hotel accommodation costs
- loss of salary;
- meal allowance & incidentals (\$130/day)
- family care (*based on pre-approval*)
- costs related to accessibility requirements (*based on pre-approval*).

How to register

You must register using the link here: <https://forms.office.com/r/2JXsGNY4Sj>

Interpretation

Simultaneous interpretation will be provided.

Travel and Hotel

Your room will be booked by the GSU National Office at the Alt Hotel once you have completed your registration. A confirmation number for your room will be sent to you. **If you do not require a room, please advise GSU as soon as possible to avoid additional cost.**

Family Care Policy

The Family Care Policy is intended to assist the member in covering additional fees incurred as a direct result of attending an authorized GSU activity. If you will incur family care costs while you're away, please e-mail **Ray Hall** hallr@psac-afpc.com to obtain a form for pre-approval.

Parking

Unfortunately, the hotel does not offer on-site parking. The Indigo parking lot across the street is currently under repair. However, several other parking options are available nearby. Please keep your receipts and add them to your expense claim. This cannot be charged to the GSU master account.

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Taxi

Participants living in the NCR also have the option to travel by taxi. **You must use a municipal taxi service as they are unionized.** Please keep your receipts and add them to your expenses claim. **GSU does not recommend using Uber/Lyft.**

Union Leave Letter

The Union Leave Authorization Letter (UAL) will be sent to you once you have registered.

For further information or assistance please contact the GSU Office:

- by phone at (613) 560-4395 or toll-free: 1-888-220-2414;
- or by email at gsu-ssg@psac-afpc.com.

Looking forward to seeing everyone there!

In solidarity,



Bruce Roy
National President
Government Services Union, PSAC