

GSU REGIONAL CONFERENCE

February 8, 2024

National Capital Region and Ontario Region

To: Local Presidents and Assigned Regional Vice-Presidents

IMPORTANT DATES TO REMEMBER

When does the Conference start?	Wednesday, May 1, 2024 at 9:00 a.m.
When does the Conference end?	Thursday, May 2, 2024 at 4:30 p.m.
Where is the Conference being held?	Hilton Lac Leamy 3 Boulevard du Casino, Gatineau, QC.
What are the travel dates?	Ontario participants will be travelling on April 30, 2024, and will be travelling back home on the Friday, May 3, 2024. NCR participants will be travelling on May 1st, 2024, and will be travelling back home on the Thursday, May 2, 2024.
When is the registration deadline, and what is the process for registering?	All registrations must be received by Friday, March 8, 2024 at 5 :00 p.m. (EDT) To register, please use the link here: https://forms.office.com/r/FLv8sGxGM2

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<p>When is the deadline for securing my travel reservation, and what steps should I follow to make the booking?</p>	<p>All travel by air, train or private vehicle (POMV), must be booked and approved before Friday, March 8, 2024.</p> <p>For travel by air or train, please contact W.E. Travel at:</p> <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 private motor vehicle (POMV) is generally not authorized. Prior to Friday, March 8, 2024, please reach out to the GSU via email at gsu-ssg@psac-afpc.com to request authorization.</p>
<p>Hotel Accommodation</p>	<p>Your hotel accommodation has been reserved based on the information you provided in your registration form. If there have been any changes to your needs since then, please reach out to us via email at gsu-ssg@psac-afpc.com.</p>

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GUIDELINES FOR THE EVENT

We are pleased to announce that the 2024 GSU Regional Conference for the National Capital and Ontario Region will take place at the Hilton Lac Leamy at 3 boulevard du Casino, QC. The schedule is outlined below:

Schedule Overview:

Tuesday, April 30	Travel Day for all participants in the Ontario Region
Wednesday, May 1	Travel Day for all participants in the NCR Regional Conference – Day 1 (9:00 am to 4:30 pm)
Thursday, May 2	Regional Conference – Day 2 (9:00 am to 4:30 pm) NCR Travel Home
Friday, May 3	Travel Day for the Ontario Region

What expenses are covered by the GSU

Local Executives Members and Regional Vice-Presidents are entitled to the following:

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

When to register

You must register using the link here: <https://forms.office.com/r/FLv8sGxGM2>
The Local Presidents and the Regional Vice-Presidents are tasked with ensuring that all executive members register on time.

Attendance at the Regional Conference is restricted to executive members only; no observers are allowed.

Interpretation

Simultaneous interpretation will be provided.

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Travel and Accommodation

Your room will be booked by the GSU National Office at the Hilton Lac Leamy 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 a 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

Parking at the hotel is free. 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) is attached.

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