

GSU REGIONAL CONFERENCE

March 6, 2024

Royal Canadian Mint

To: Local Presidents and Assigned Regional Vice-President

IMPORTANT DATES TO REMEMBER

When does the Conference start?	Wednesday, June 5, 2024 at 9:00 a.m.
When does the Conference end?	Thursday, June 6, 2024 at 4:30 p.m.
Where is the Conference being held?	Alt Hotel Winnipeg 310 Donald Street Winnipeg (MB) R3B 2H3 Violet Fushia meeting room which is located on the 8th floor.
What are the travel dates?	RCM participants from the Ottawa Region will be travelling on Tuesday, June 4, 2024 , and will be travelling back on the Friday, June 7, 2024 . RCM participants from the Winnipeg region will be travelling on Tuesday, June 4, 2024 , and returning home after the meeting on Thursday, June 6, 2024 , contingent upon their place of residence. Otherwise, they will travel back home on Friday, June 7, 2024 .
When is the registration deadline, and what is the process for registering?	All registrations must be received by April 22, 2024 at 5 :00 p.m. (EDT) To register, please use the link here:

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	https://forms.office.com/r/9Zw43KUqjV
When is the deadline for securing my travel reservation, and what steps should I follow to make the booking?	<p>All travel by air, or private vehicle (POMV), must be booked and approved before April 22, 2024.</p> <p>For travel by air, 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 April 22, 2024, please reach out to the GSU via email at gsu-ssg@psac-afpc.com to request authorization.</p>
Hotel Accommodation	<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 Royal Canadian Mint (RCM) will take place Alt Hotel Winnipeg, 310 Donald Street, Winnipeg (MB) R3B 2H3 in the **Violet Fushia** meeting room which is located on the 8th floor. The schedule is outlined below:

Schedule Overview:

Tuesday, June 4	Travel Day for all participants
Wednesday, June 5	Regional Conference – Day 1 (9:00 am to 4:30 pm) Violet Fushia meeting room located on the 8th floor
Thursday, June 6	Regional Conference – Day 2 (9:00 am to 4:30 pm) Violet Fushia meeting room located on the 8th floor Some Travel Home
Friday, June 7	Travel Day for the remainder of the participants

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/9Zw43KUqjV>

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 limited to executive members only; no observers will be permitted.

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Interpretation

Simultaneous interpretation **will not** 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

Overnight parking costs is \$22 per day. Kindly specify on your registration form if parking is required and this will be added to the GSU master account.

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