

GSU Regional Western Conference 2024

TO: Local Presidents and Assigned Regional Vice-Presidents

June 3, 2024

IMPORTANT DATES TO REMEMBER

When does the conference start?	Tuesday, October 8, 2024 at 9:00 a.m. (Day 1)
When does the conference end?	Wednesday, October 9, 2024 at 5:00 p.m. (Day 2)
Where is the conference being held?	LE GERMAIN HOTEL CALGARY 899 Centre Street SW Calgary, Alberta, T2G 1B8
What are the travel dates?	<p>Participants that live in Calgary will travel on Monday, October 7, 2024, checking into Le Germain Hotel, Calgary. They will return home on Wednesday, October 9, 2024, following the meeting.</p> <p>Participants that live in the other regions will also travel on Monday, October 7, 2024, and check in at Le Germain Hotel, Calgary on the same day. Departure will be on October 10, 2024, back to their respective homes.</p>
When is the registration deadline, and what is the process for registering?	<p>All registrations must be received by August 9, 2024 at 5:00 p.m. (EDT)</p> <p>To register, please use the link here: https://forms.office.com/r/2cDTs43gTT</p>
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 August 9, 2024.</p> <p>For travel by air, please contact W.E. Travel:</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.

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	<ul style="list-style-type: none"> • 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. Please reach out to the GSU via email at gsu-ssg@psac-afpc.com to request authorization prior to August 9, 2024.</p>
Hotel Accommodation	<p>Your hotel accommodation will be reserved based on the information you provide on your registration form. If there are any changes 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 2024 GSU Regional Western Conference will take place at Le Germain Hotel Calgary, 899 Centre Street SW., Calgary, Alberta, T2G 1B8.

Schedule Overview:

Monday, October 7	Travel day for all participants
Tuesday, October 8	Training – Day 1 (9:00 am to 5:00 pm)
Wednesday, October 9	Training – Day 2 (9:00 am to 5:00 pm) Calgary members travel home
Thursday, October 10	Travel Day for all other regions

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What expenses are covered by the GSU

National Council members and Equity Committee members 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*).

How to register

You must register using the link here:

Interpretation

Simultaneous interpretation will **not** be provided.

Travel and Hotel

Your room will be booked by the GSU National Office at **LE GERMAIN HOTEL CALGARY** 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

You're able to self-park, and there is underground parking available. Please remember to keep your receipts and include them in your expense claim. However, we are unable to provide you with an exact amount.

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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